Northern York County School District
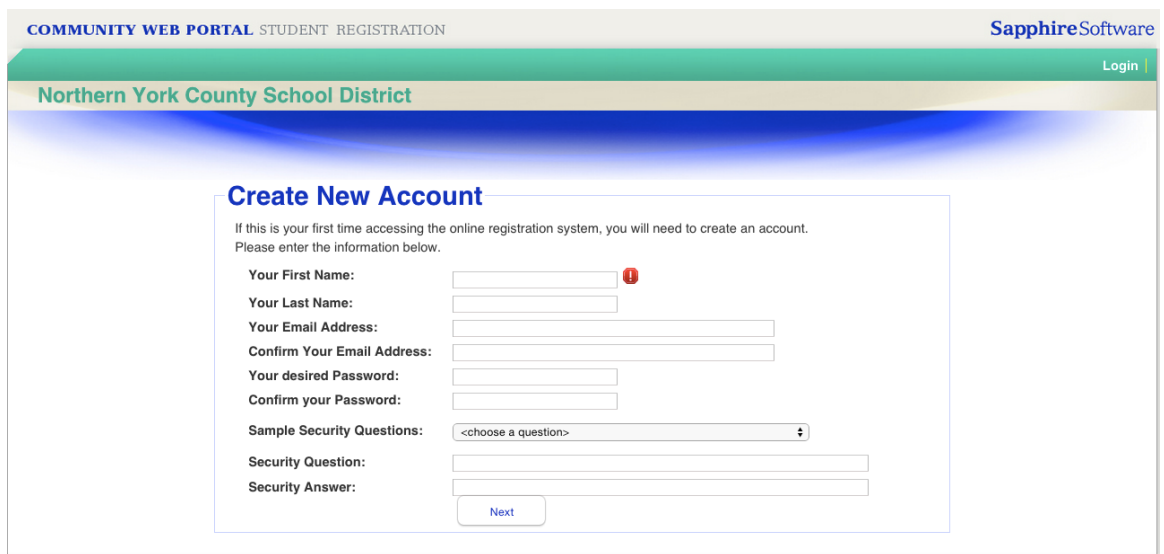
Online Registration Guide – Account Setup

1. Access the Registration Link:
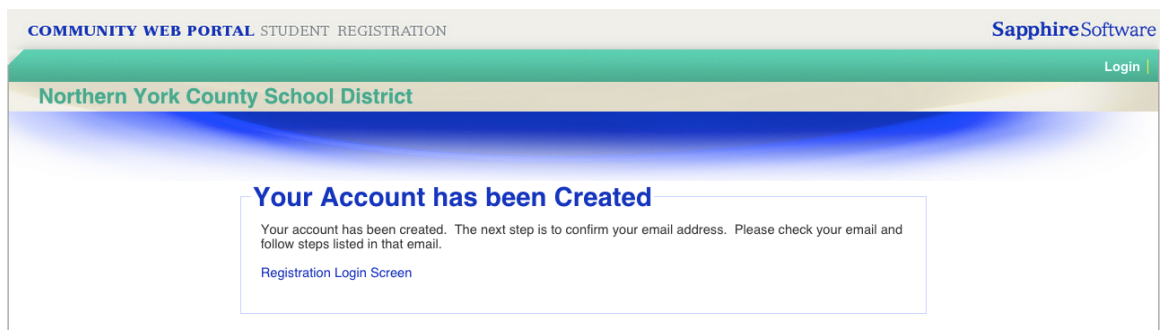   https://northernyork-sapphire.k12system.com/CommunityWebPortal/Registration/login.cfm

2. Select "Create New Account"

3. Complete the Create New Account Information – Requires an active email account

4. When done an email containing a registration account confirmation will be sent to the email account entered.

5. Access your email account to retrieve Confirmation Email

Community Web Portal Student Registration Account Email Confirmation 🖨 ⬀

Inbox x

Sapphire Notifications <notice@k   8:58 AM (0 minutes ago) ☆ ↩ ▾

to me ▾

At 8:58 am on , 7/14/2015 an account was created for you on the Sapphire Community Web Portal Online Registration site for the Northern York County School District.

The system requires confirmation of email address before account can be finalized.

Please visit:

6. Follow directions in email to complete the Confirm Email process

Confirm Email

After you create your account, an email is sent which contains your validation code. You must enter that code here to verify your email address.

If you have not created an account yet, please create an account first. Please enter the information below.

Your Email Address:	jbeals@northempolarbears.com
Your Password:	••••••••
Your Validation Code:	
	Next

7. Enter your email address, password that your created, and the validation code from the confirmation email. Then click "next"

8. You account has been created

9. Click the "Registration login Screen" link

Create New Account

Your account is now active. You can login by clicking the link below.

Registration Login Screen

10. Use your email address and newly completed password to login

Registration Login

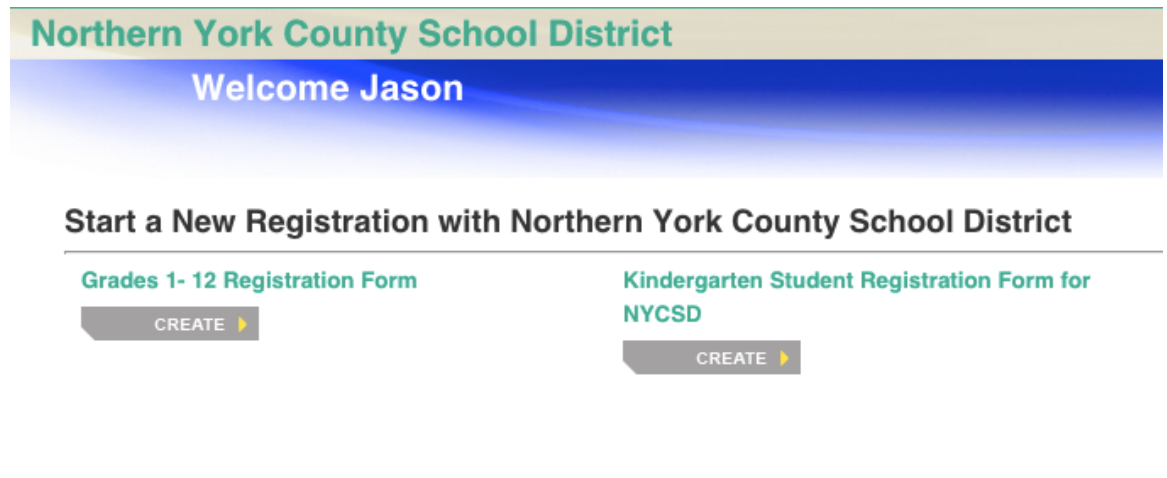If you already have an account, please enter your information here.

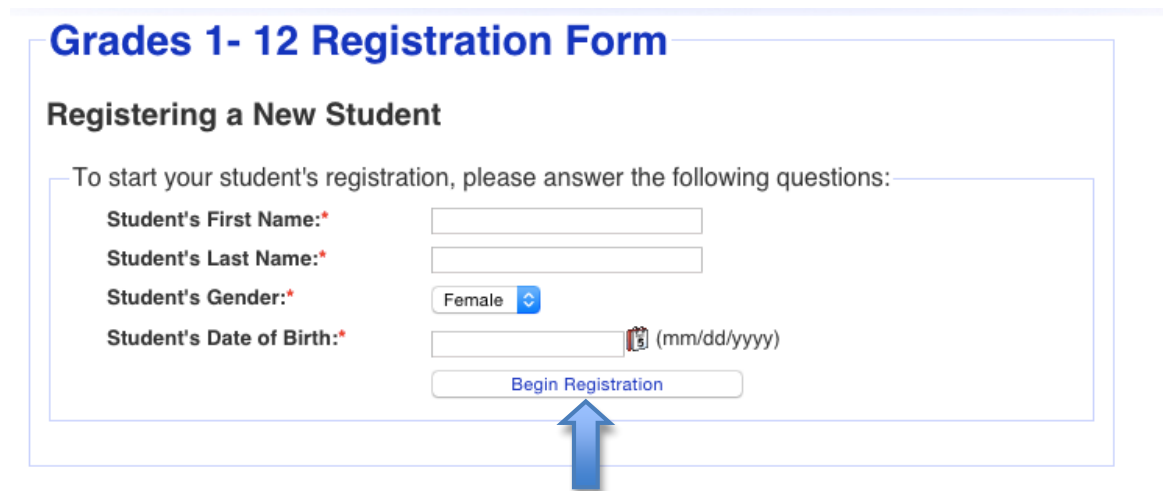|		
Email:		
Password:		Forgot Password?
	Login	

Create a new account   Confirm my Email Address

11. Select the appropriate Registration form for your child. Please note that Kindergarten has a separate registration form. Select "Create" under the appropriate form

12. Follow directions on each page, being sure to enter all required fields.