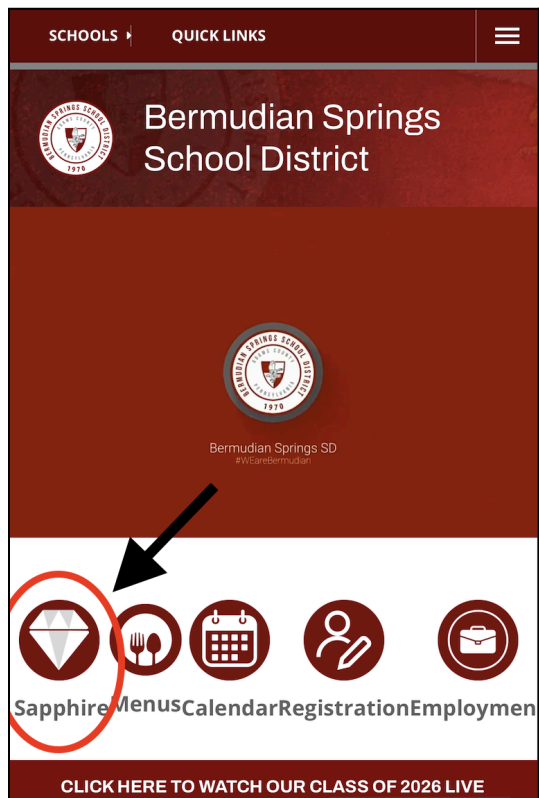




Sapphire Community Web Portal - Complete Online Forms on Mobile

- 1) Go to <https://www.bermudian.org/>
- 2) Locate the "Sapphire" button and select it to access the Community Web Portal:



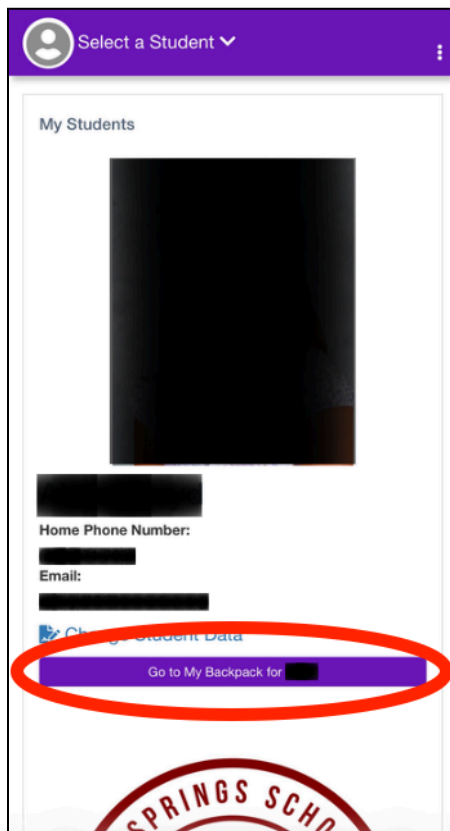
- 3) Log into your Parent Portal Account. If you do not have an account, or cannot login, please contact the Guidance Office at 717-528-4113.

Scroll to the next page for more instructions

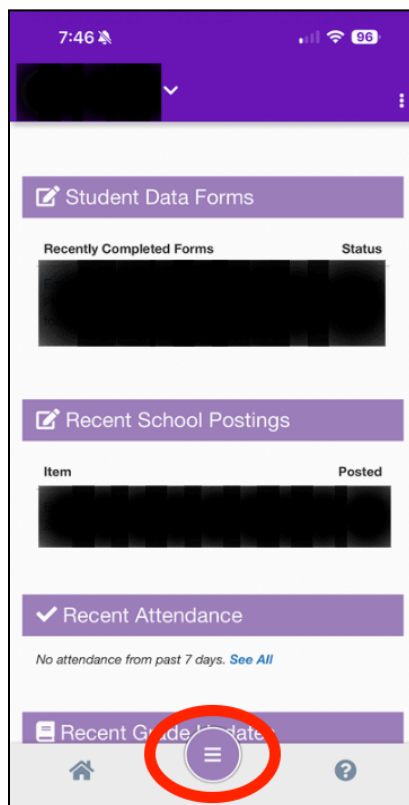


Sapphire Community Web Portal - Complete Online Forms on Mobile

- 4) Once logged-in, locate your child on the screen and select “Go to My Backpack for [StudentName],” underneath their name like so:



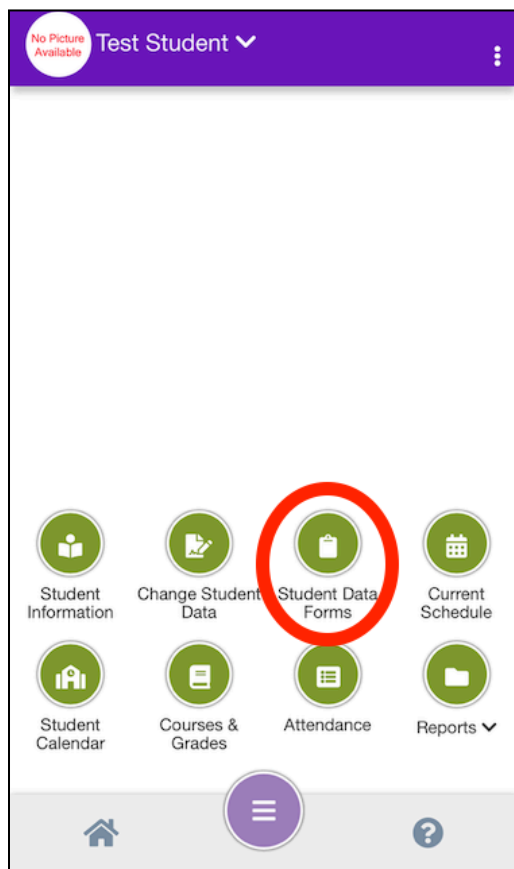
- 5) Now that you're on the home screen of this student. Select the purple circle with three horizontal lines located in the middle of your screen, at the bottom like so:





Sapphire Community Web Portal - Complete Online Forms on Mobile

6) Once the menu page appears, select “Student Data Forms” like so:



7) Here, you'll be brought to the Student Data Forms page that contains all forms required for this school year. Make sure you complete all forms on this page by scrolling down and filling out all forms that are available to you.

Support:

- Should you require any support with the steps given in this document, please reach out to the Guidance Office at:
 - High School: (717) 528-4113 ext. 2732
 - Middle School: (717) 528-4113 ext. 3732
 - Elementary School: (717) 528-4113 ext. 4732