

Sapphire Community Portal

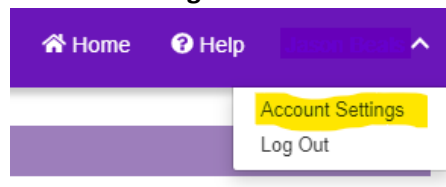
Adding Student to Existing Account

These directions are provided for Users that already have an existing Community Portal account and want to add child(ren) to the account.

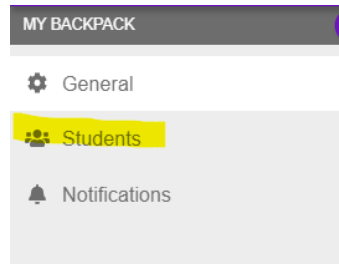
1. Login to your Sapphire Community Portal account
https://northernYork-sapphire.k12system.com/CommunityWebPortal/_auth/index.cfm/welcome/

2. Click your name in the upper right corner

3. Choose **Account Settings**



4. From the left menu, choose **Students**



5. Click on the button that says **Request Access to Other Students**

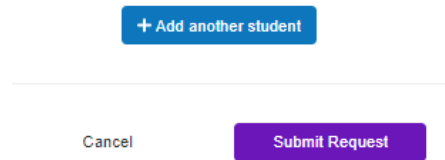
If you want to apply to have Portal access to a different student who is already enrolled in the school district, please click on the button below

[Request Access to Other Students](#)

6. Complete form for additional child

A screenshot of the 'Request Access To Other Students' form. The form is titled 'Request Access To Other Students' and includes a sub-header 'Enter the name, birth date, grade, and school below for the students you wish to access. A request will be sent to the school district for approval.' Below this, there is a section for '#1 Student' with fields for 'First Name', 'Last Name', 'Grade', and 'School'. The 'Birthday' field is a date picker. A blue button labeled '+ Add another student' is at the bottom.

7. You can add another student by clicking on the button **+Add another student** and complete the form.
8. Click on the **Submit Request** button when done



9. A member of our staff will review the request. You will receive an automated email notification once the request has been approved. Note requests may take 3-5 business days to approve.
10. Please contact sapphirehelp@northernnyork.org if you need additional assistance with your request.