

Creating a Parent Community Portal Account

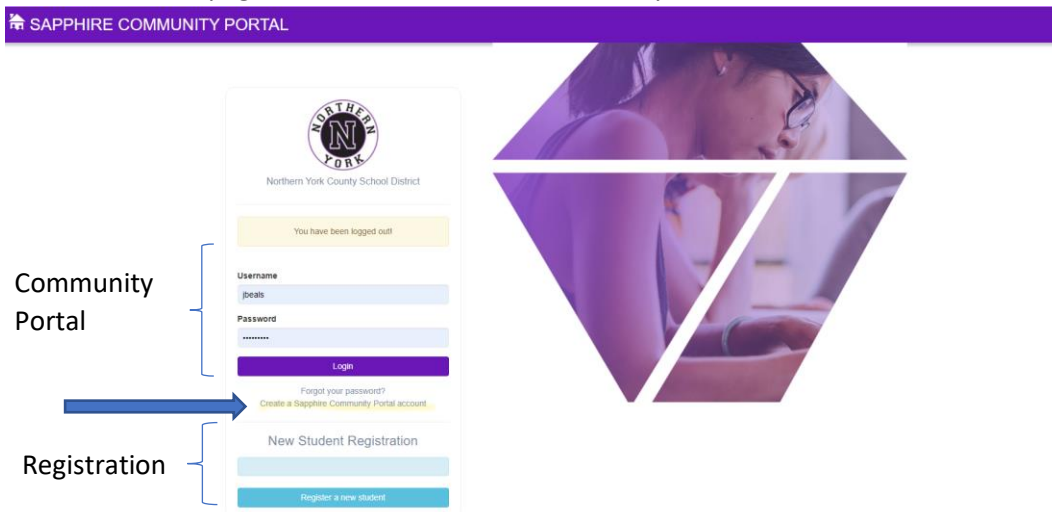
Northern York County School District

The Northern York County School District Community Portal allows parents and students to access grade and attendance information. Parents are able to create a single parent account to view all of their child(ren)'s information. Below are the steps to create a parent account:

Website: <https://northernYork-sapphire.k12system.com/CommunityWebPortal/>

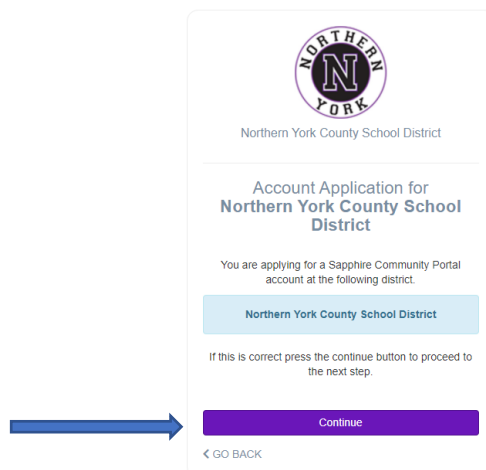
This website provides access to the Community Portal AND the new Student Registration. Please know that **these are separate products with separate usernames and passwords**. If you recently registered your child(ren), you will need to create a separate portal account.

1. On the welcome page, click on the Create a Community Portal Account link



The screenshot shows the 'SAPPHIRE COMMUNITY PORTAL' header. Below it is the Northern York County School District logo and a message 'You have been logged out!'. The login form includes fields for 'Username' (with 'peals' entered) and 'Password' (with masked characters), a 'Login' button, and a link for 'Forgot your password? Create a Sapphire Community Portal account'. Below the login form is a 'New Student Registration' section with a 'Register a new student' button. A blue arrow points from the 'Create a Sapphire Community Portal account' link to the 'New Student Registration' section. A bracket on the left labels the login section as 'Community Portal' and the registration section as 'Registration'.

2. Click "Continue"



The screenshot shows the 'Account Application for Northern York County School District' page. It includes the district logo and a message: 'You are applying for a Sapphire Community Portal account at the following district.' Below this is a dropdown menu showing 'Northern York County School District'. A message states: 'If this is correct press the continue button to proceed to the next step.' A blue arrow points to the 'Continue' button. A '< GO BACK' link is at the bottom left.

3. Complete the User Acceptance Form and click “Continue”

Please include your name, your user ID, your telephone number and a brief description of the problem in your e-mail request for help.

☒ I have read and agree to the above policies

[Continue](#)

[← GO BACK](#)

4. Enter Family Contact Information Form



Northern York County School District


Sapphire Community Portal Application

Family Contact Information

First Name:*	Last Name:*	Relation:*
<input type="text" value="ex: John"/>	<input type="text" value="ex: Smith"/>	<input type="text" value="ex: Parent, Guardian, Custodian, Foster Parent"/>
Address 1:*		Address 2:
<input type="text"/>		<input type="text"/>
City:*	ZIP Code:*	State:*
<input type="text"/>	<input type="text"/>	<input type="text" value="Pennsylvania"/>
Home Phone: *	Cell Phone:	Work Phone:
<input type="text" value="Enter number"/>	<input type="text" value="Enter number"/>	<input type="text" value="Enter number"/>
Email: *		
<input type="text" value="Enter an email address"/>		

5. Enter Student/Child Information. You can add an additional student by clicking on the Click to Add icon

Children Information

<div>First Name:*</div> <input type="text"/>	<div> Add a Child</div>	
Last Name:*		<input type="text"/>
Date of Birth:*		<input type="text" value="Select Date"/>
Grade:*		<input type="text"/>
School:*		<input type="text"/>

6. Create your Login Information.
 - a. You will be required to know you Username and Password to access you child’s information
 - b. Passwords must be unique

Login Information

(You will be required to know your Username and Password to access to your child's information.)

Username:*	Password:*	Confirm Password:*
<input type="text"/>	<input type="password"/>	<input type="password"/>

Password must meet the following characteristics:

- At least 8 characters - the more characters, the better.
- A mixture of letters and numbers.

Sample Security Questions:	Security Question:*	Security Answer:*
<input type="text" value="Select a question"/>	<input type="text" value="Select question from list or create your own"/>	<input type="text"/>



Please complete the form, then click Continue

[Continue](#)

[GO BACK](#)

7. Complete all sections of the form and click “Continue”

8. Confirmation Page



Northern York County School District

Sapphire Community Portal Application

Thank you for completing the registration form.

Thank you for your application. A member of the district staff will review the application.

An email will be sent to you once approved. Please check your SPAM and/or Junk folder(s) if you do not see the email. Portal applications are approved weekly and may take 3-5 business days. Summer months may take longer. You may send an email to sapphirehelp@northernnyork.org if you do not receive the approval email.

You will also need the username and password you created during the application process.

Thanks!
Sapphire Support Team
Northern York County SD

9. School District Staff member will review the application. Your portal account must be approved before you can access your child’s account. You will receive an email confirmation.

Please note that this process may take 3-5 business days. This may occur during high volume summer months.