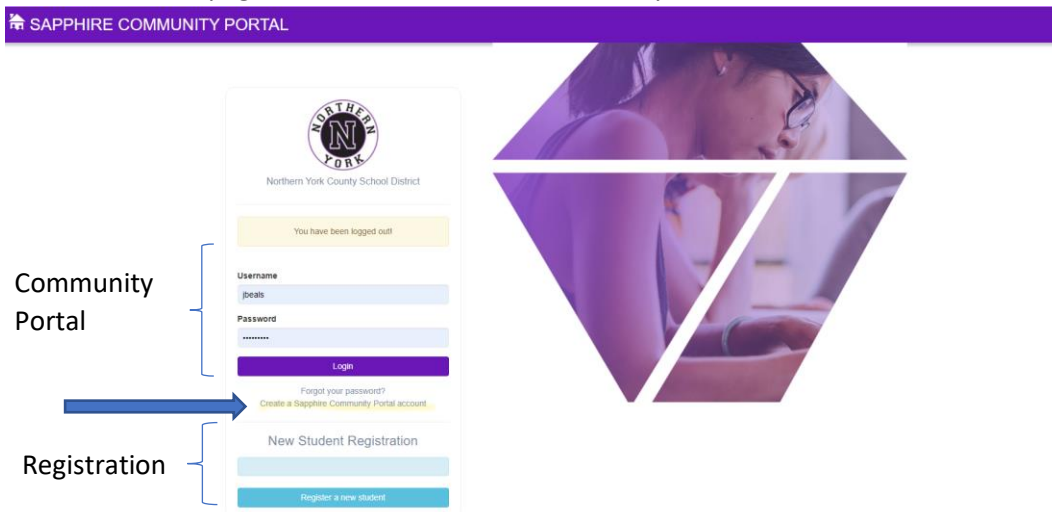# Creating a Parent Community Portal Account

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:

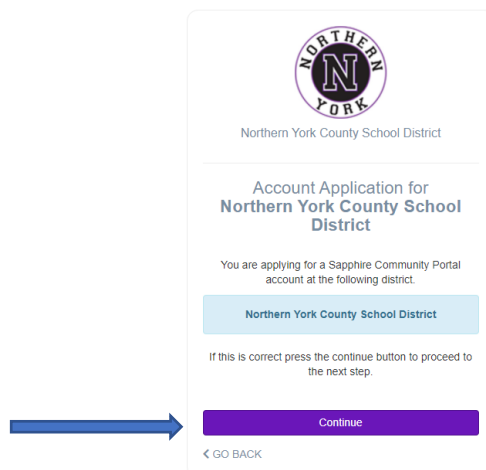Website: https://northernyork-sapphire.k12system.com/CommunityWebPortal/

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

2. Click "Continue"

3. Complete the User Acceptance Form and click "Continue"

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:*
ex: John	ex: Smith	ex: Parent, Guardian, Custodian, Foster Parent

Address 1:*		Address 2:

City:*	ZIP Code:*	State:*
		Pennsylvania

Home Phone: *	Cell Phone:	Work Phone:
Enter number	Enter number	Enter number

Email: *

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

First Name:*

Last Name:*

Date of Birth:*

Select Date

Grade:*

School:*

Add a Child

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

7. Complete all sections of the form and click "Continue"

8. Confirmation Page

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@northernyork.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.