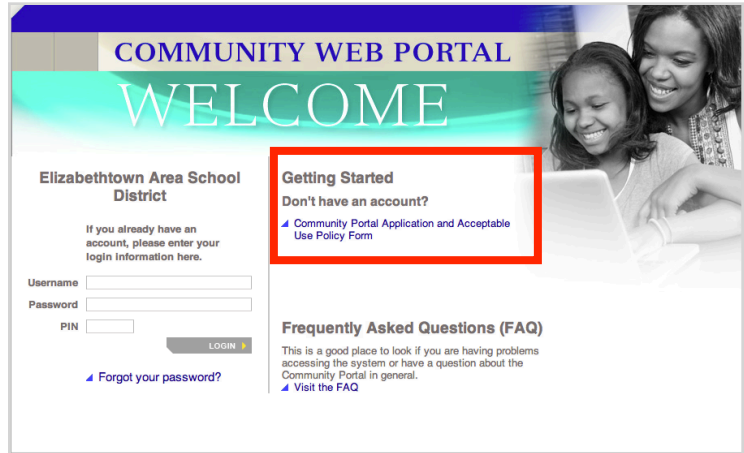


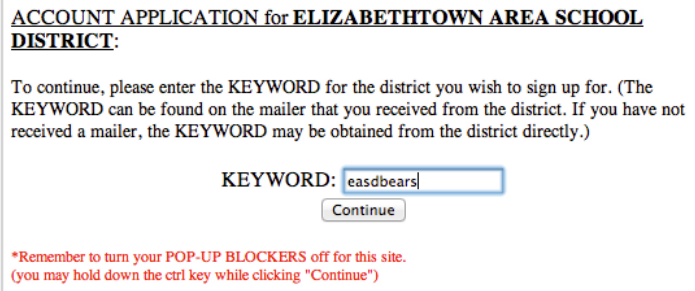
Student Procedure for Creating a Portal Account

Open your preferred web browser. In the address bar, type <https://etownschools-sapphire.k12system.com/CommunityWebPortal/Welcome.cfm>.

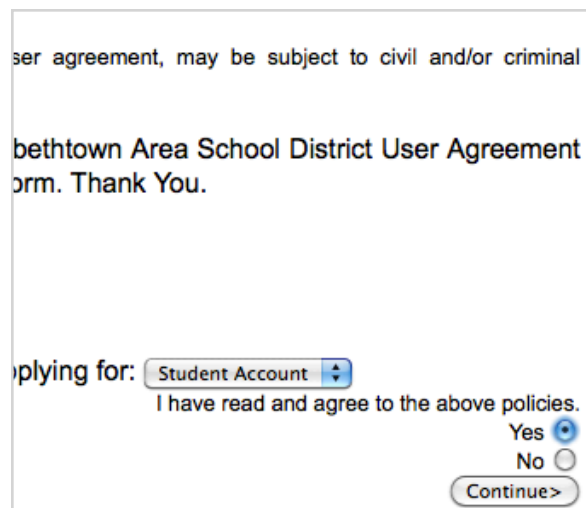
Under “Getting Started” click the **Community Portal Application and Acceptable Use Policy Form** link.



When prompted for a keyword, enter **easdbears** and click **Continue**.



Read the User Agreement and select **Student Account** as the account type. Agree to the policies by choosing the **Yes** button and click **Continue**.



Complete the form filling in all required fields (as indicated by a red asterisk *) and using your school district email address ending in @etownSTUDENTS.org, your district username and district password. Click **Save Form and Continue**.

To gain access to your child's information through the Sapphire Community Web Portal, this form must be filled out and submitted electronically. Then to verify your application, print this form out, sign it, and mail it to your school district.

Sapphire Community Web Portal Application

School District: Elizabethtown Area School District
 Current School Year: 2012
 Contact Name: EASD Technology Support
 Contact E-mail Address: techsupport@etownschools.org

Family Information

Applicant

Name: * (first) (last) Relation: * STUDENT

Address 1: *

Address 2:

City: * State: * PENNSYLVANIA

Zip Code: *

Home Phone: * Work Phone: Cell Phone:

E-Mail: *

Student Information

Date of Birth * mm/dd/yyyy Grade * School

Login Information (You will be required to know your Username, Password, and a system-assigned PIN to access to your child's information.)


Username: *

Password: *

Confirm Password: *

Sample Security Questions:

Security Question: *

Security Answer: * 

* Indicates required fields

You will receive an email confirming that you have requested an account with the Community Web Portal. This email will be sent to the email address that you entered on the application. Once your application has been approved, a second email will be sent that contains a PIN number. Use the PIN number along with your district username and password to log into the Portal. If the emails do not appear, check the Spam folder. If you experience any problems logging in to the Community Portal, please email techsupport@etownschools.org for assistance.