Sapphire: Parent Portal - Creating an Account

The EASD Parent Portal allows parents and students to access student grades and attendance information. Parents are able to create parent accounts to view their child’s information and, through the parent account, create accounts so their children can track their own grades. Below are steps to create both types of accounts:

To create a parent account in Sapphire, launch your web browser and enter the following URL into the address bar: http://sapphire.etownschools.org

Click on Parent Portal.

Click the Community Portal Application and Acceptable Use Policy Form link on the Welcome Page.

You will be prompted to enter a keyword to sign up for the EASD Community Web Portal. The keyword is ‘sapphire.’
Read the Acceptable Use Policy and click Yes or No to agree to the policies. You will not be able to create an account if you do not agree with the policies contained in the AUP.

The next screen is the Community Web Portal application which is broken into three sections:

1. Family Information
2. Children Information
3. Login Information

The Family Information section asks for your name, relation to student(s), address, home phone number and email address. Your work phone and cell phone numbers are optional fields. The red asterisk (*) denotes required fields.

The Children Information section is where you will enter the names of your children for whom you would like to access grading and attendance information. You must enter their first name, last name, date of birth and grade. All of these fields are required.
You select a username and password to log into the Community Web Portal and a security question to verify your identity. **Click Save Form and Continue.**

The next window shows the information that you entered on the application. At the top right corner of the window, click the ‘**Click here when DONE to close window**’ link. Although there is a link to print the form, EASD is not requiring parents to print out the application and mail it to the district for verification.

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 to you that contains a PIN number. Use the PIN number along with the username and password to log into the Parent Portal. If you experience any problems logging in to the Parent Portal, please email [techsupport@etownschools.org](mailto:techsupport@etownschools.org) for assistance.
Creating accounts for your students:

Through your parent account, you can create accounts for your students to track their grades.

Log in to the Parent Portal. Scroll to the bottom of the screen and click on the Account link in the yellow navigation bar.

The Account Info screen displays the parent information including address, phone number, email address and lists the students for whom the parent is able to view grades.

To create the student account, click the Student Account Creation button to the right of the student’s name.

Enter all required information on the application screen such as email address, username, password and an answer to the security question. Then click Create Account.

An email that contains the student’s PIN number which is used to log into the Parent Portal is sent to the email address entered on the application.

If students have any problems logging in, please have them email techsupport@etownschools.org for assistance.