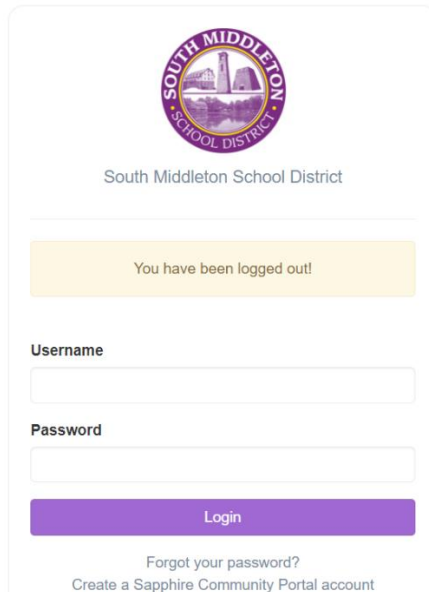


Creating a Sapphire Parent Portal Account: (2021)

1. Navigate to the SMSD Homepage and select **Sapphire** (left hand side partway down the page). Select **Create a Web Portal Account**.



South Middleton School District

You have been logged out!

Username

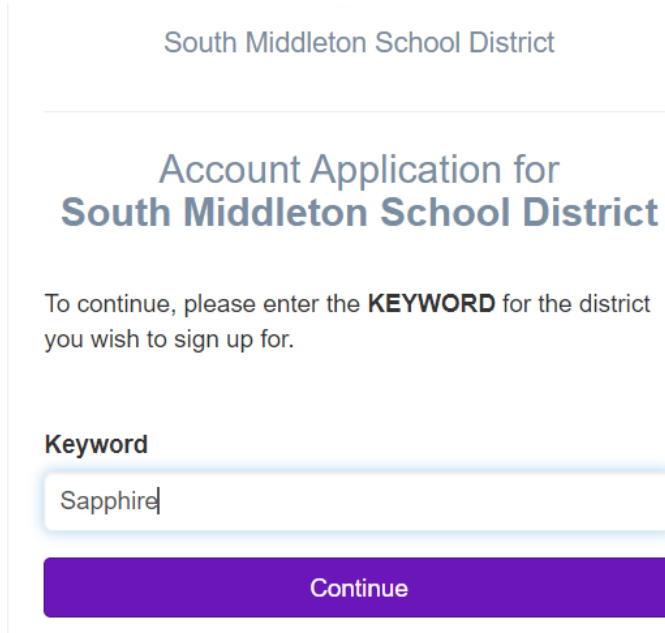
Password

Login

[Forgot your password?](#)

[Create a Sapphire Community Portal account](#)

2. Enter Keyword "**Sapphire**". **Continue**



South Middleton School District

Account Application for South Middleton School District

To continue, please enter the **KEYWORD** for the district you wish to sign up for.

Keyword

Sapphire

Continue

3. Read Agreement and click **I have read and agree to the above policies./Continue.**

Sapphire Community Portal User Agreement

Sapphire Community Web Portal User Agreement

The Sapphire Community Web Portal ("Portal") is intended to provide a safe and secure environment for the South Middleton School District community to communicate easily and effectively with parents, students and school district employees in the information age. The Portal is made available to all students, parents, and school district employees and will provide qualified users with a variety of services.

The smooth operation of the Portal relies in part on the proper conduct of the users who must adhere to strict guidelines administered by K12 Systems, Inc. and the South Middleton School District. The District's Acceptable Use Policy and the guidelines outlined below must be followed. Efficient, ethical, and legal utilization of the portal resources are required. Parents and students will adhere to the laws, policies, and rules governing the Portal including, but not limited to, the District's Acceptable Use Policy, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law, District rules, policies and agreements, and Internet service provider agreements.

In response for the privilege of accessing the South Middleton School District Community Web Portal, every parent/guardian is expected to act in a responsible, ethical and legal manner. **Parents are required to adhere to the following guidelines:**

Requirements:

1. Parents will not share their user identification, password(s) and Personal Identification Number (PIN) with anyone.
2. Parents will not attempt to harm or destroy data of their own children, of another user, or school or district network.
3. Parents will not use the Community Web Portal for any illegal activity, including the violation of data privacy laws.

☒ I have read and agree to the above policies

Continue

4. Fill out the form and **Save/Continue.**

Sapphire Community Portal Application

To gain access to your child's information through the Sapphire Community Web Portal, this form must be filled out and submitted electronically.

Family Contact Information

First Name:* ex: John	Last Name:* ex: Smith	Relation:* ex: Parent, Guardian, Custodian, Foster Parent
Address 1:*		Address 2:
City:*	ZIP Code:*	State:* Pennsylvania
Home Phone: * Enter number	Cell Phone: Enter number	Work Phone: Enter number
Email: * Enter an email address		

Children Information


First Name:*

Last Name:*

Date of Birth:*
Select Date

Grade:*

School:*



Add a Child

Login Information

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

Username:*	Password:*	Confirm Password:*
Sample Security Questions: Select a question		
Security Question:* Select question from list or create your own		
Security Answer:*		

Please complete the form, then click Continue

Continue

5. A confirmation message appears.

Sapphire Community Portal Application

Thank you for completing the registration form.

An email will be sent to you shortly, containing your Personal Identification Number (PIN). Use the PIN to log in to the Sapphire Community Web Portal.

School District Information:

School District: South Middleton School District

Current School Year: 2021-2022

Contact Name: SMSD Tech Support

Contact Email Address: familytechsupport@smsd.us

6. A confirmation email will be sent to you and your account will be reviewed and you will receive a response within 2 business days.

← Your Community Web Portal Application



Sapphire Notifications <notice@k12system.com>

Wed 9/8/2021 1:07 PM

To: Murdough, Jacqueline

WARNING: This message was sent from someone outside of the South Middleton School District.

Do not click links or attachments unless you recognize the sender and know the content is safe.

----- Original Message Below -----

Thank you for submitting your application to the Sapphire Community Web Portal.

When your application is processed, you will receive an email with your personal identification number (PIN).
password will allow you access to the Sapphire Community Web Portal.
NOTE: Please allow 2 working days for your application to be processed!

School District: South Middleton School District
Current School Year: 2021
Contact Name: SMSD Tech Support
Contact Email Address: familytechsupport@smsd.us