

# SAPPHIRE'S COMMUNITY WEB PORTAL

## HOW TO GUIDE FOR PARENTS:

### Making Changes to Phone Numbers and Email Addresses on the Portal

With a Sapphire parent account, you can make changes to some of your and student's information (subject to school review).

**PLEASE NOTE:** Change of Address is not available via the Community Web Portal. To change your child's residence in Sapphire, please contact your student's school for more information.

### Add or Change Your Phone Numbers and/or Email Addresses

1. On the Community Web Portal home screen, click your student's name on the left hand side.
2. Click  **Change Student Data** from the left menu. The contact information on any line can be changed on this screen. Click on the information you wish to change to activate the edit window.
3. Add to or modify your phone information. For each phone number indicate the **Type** (Cell, Home, Work, etc.) and if it can **Receive Voice Call** or **Receive Text**.
4. Indicate the **Emergency Call Order** for each phone number. This is the order in which the phone number should be called in the event of an emergency. It must be a whole number (1, 2, 3, etc.). If this number should not be part of the emergency call order, then leave this blank.

**PLEASE NOTE:** If an Emergency Call phone number is not set to receive voice calls, our auto-Notification System, used for daily attendance calls, will not contact this phone number.

5. Add or modify your **Email Addresses**.
6. Click **Save Changes**. The school must approve the changes before they take effect.



### Change Student Data

Teresa Rose Sebring (334)

#### Forms Awaiting Completion

- [Handbook and Photo](#) Form Closes: 12/31/2019 11:59 PM

Click on a line below to edit it.  
The school will be notified of any changes made and have a chance to review them before the changes take effect.

#### Student Information

Household Phone:	<input type="text" value="555-555-5555"/>
Student Email Address:	rsebring@gmail.com
Student Phone:	800-555-1212
Student Phone Type:	Cell Phone
Student Phone Receive Voice Call?:	Yes
Student Phone Receive Text?:	Yes
Student Phone is Unlisted?:	No

#### Parents/Guardians

Mother - Audrey Fisher

Title:	
Middle Name:	<input type="text"/>
Email Address 1:	audrey@gmail.com
Email Address 2:	afisher@office.com <small>Change pending review</small>
Email Address 3:	