Applying for a Sapphire Community Portal Account (Parents)
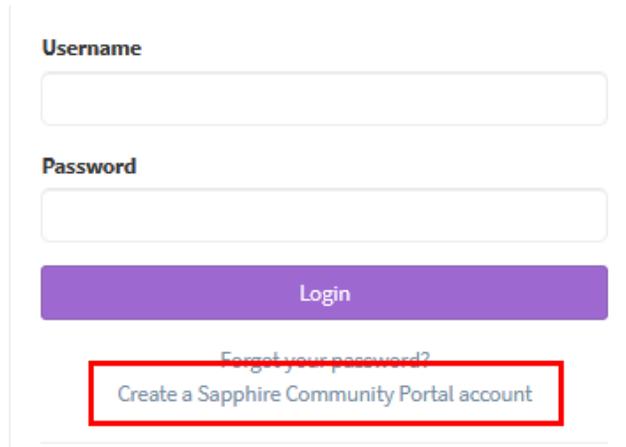
1. Visit Penn Manor School District's Sapphire website at: **https://sapphire.pennmanor.net/CommunityWebPortal** and click on **Create a Sapphire Community Portal Account** found below the Login button.
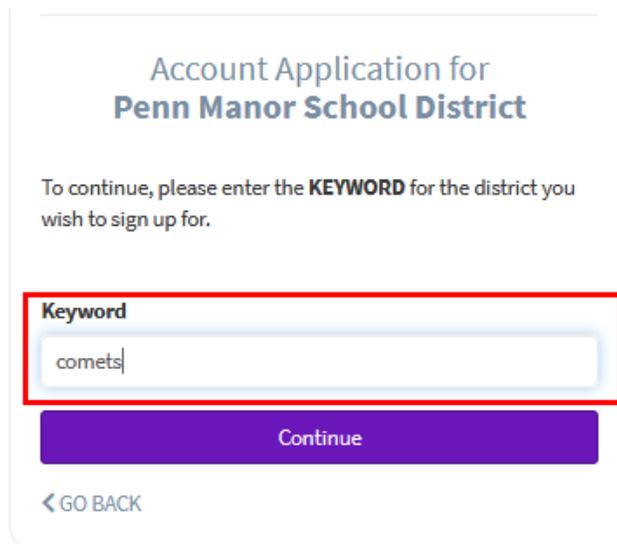
Username

Password

Login

Forget your password?

Create a Sapphire Community Portal account

2. Enter Penn Manor's keyword: "**comets**" and click the **Continue** button.

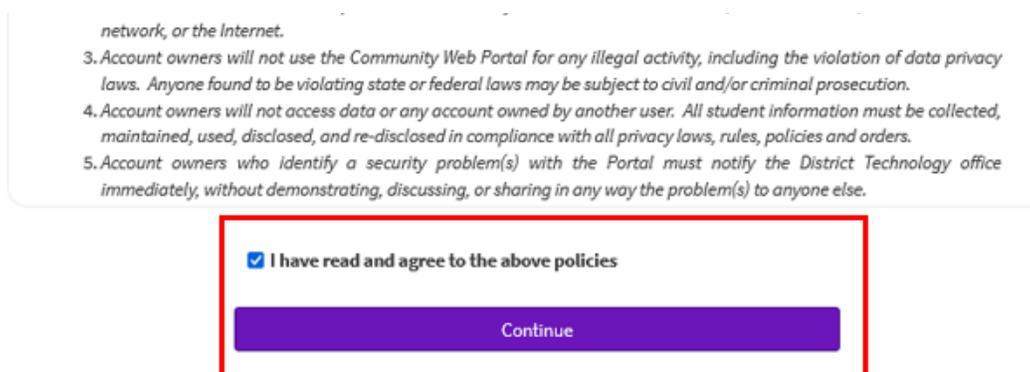Account Application for
Penn Manor School District

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

Keyword

comets

Continue

< GO BACK

3. Read the **User Agreement**. If you agree to the terms and policies, check the **I have read and agree to the above policies** box and click **Continue**.

network, or the Internet.
3. Account owners will not use the Community Web Portal for any illegal activity, including the violation of data privacy laws. Anyone found to be violating state or federal laws may be subject to civil and/or criminal prosecution.
4. Account owners will not access data or any account owned by another user. All student information must be collected, maintained, used, disclosed, and re-disclosed in compliance with all privacy laws, rules, policies and orders.
5. Account owners who identify a security problem(s) with the Portal must notify the District Technology office immediately, without demonstrating, discussing, or sharing in any way the problem(s) to anyone else.

☑ I have read and agree to the above policies

Continue

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4. Fill out the application and be sure to include all your children that are enrolled in Penn Manor School district under the "Children Information" section. You can add up to six students to one application at a time.

   The information you enter on the Sapphire Community Portal Applicationd helps Penn Manor verify that you are entitled to access the student's information. You will also be asked to create a user name, password, and select a security question. Once all required fields of the application are competed, **click Continue.**

   Note: You will receive an email confirmation that your Sapphire Community Web Portal application has been submitted and is pending review & approval.

Sapphire Community Portal Application

Thank you for completing the registration form.

Thank you! Your Community Web Portal User Account will be ready for you soon. Accounts are typically approved within 2 business days.

You will receive an email when your Community Web Portal User Account is ready for use. Be sure to double check your spam filter for messages from pennmanor.net.

School District Information:

School District: Penn Manor School District
Current School Year: 2021-2022
Contact Name: Sapphire Administrator
Contact Email Address: sapphiresupport@pennmanor.net
School District's Community Portal Help Desk Phone Number: 717-872-9500

5. Once your application has been reviewed and approved by Sapphire Administration, you will receive an email informing you that your new account is ready. You will then use your previously created username and password to access your Sapphire Community Portal account.

   If you have any questions or need assistance, please reach out to our Sapphire Help Desk at:

   Contact Email Address: sapphiresupport@pennmanor.net

   Community Portal Help Desk Phone Number: 717-872-9500 ext. 2255