

# SAPPHIRE'S COMMUNITY PORTAL

## HOW TO GUIDE FOR PARENTS:

### Updating Phone Numbers and Email Addresses on the Portal

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

**PLEASE NOTE:** Change of Address is **not** available via the Community 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 Portal home screen, click on your student's name (if you have more than one child).
2. Click **Change Student Data**. The contact information on any line can be changed on this screen. Click on the information you wish to change to edit it.
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 district Notification System, used for attendance calls, will not contact this phone number.

5. Add or modify your **Email Addresses**.
6. If you change information on this screen, the current information displays and a notification window pops up when you move over the field.

Parents/Guardians

Mother - Jane Sebring

First Name: Jane	Last Name: Sebring	Email Address 1: jsebring@acme.com
Email Address 2: sebringjm@gmail.com	Phone 1: 555-313-3334	Phone 1 Type: Cell Phone
Phone 1 is Unlisted?: No <input type="radio"/> Yes <input type="radio"/>	Phone 1 Receive Voice Call?: No <input checked="" type="radio"/> Yes <input type="radio"/>	Phone 1 Receive Text?: No <input checked="" type="radio"/> Yes <input type="radio"/>

Student Phone:  
443-555-1212

▲ Current: 800-555-1212

The school will be notified of any changes made and have a chance to review them before the changes take effect.