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**.

   PLEASE NOTE: If a phone number is **not** set to receive voice calls or text, our district's Notification System **will not** contact this phone number. Our Notification System is used to communicate daily absence calls, building announcements, weather emergencies, etc.

4. Indicate the **Emergency Call Order** (whole numbers 1, 2, 3, etc.) for each phone number. This is the order in which the phone number would be called by school staff in the event of an emergency. If this number should not be part of the emergency call order, then leave this blank. **Note: Emergency Call Order does not affect our automated Notification System.**

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.