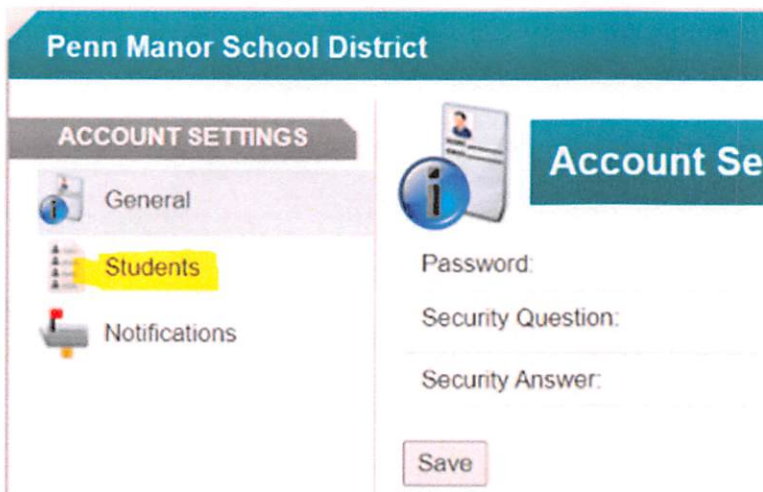


How does a parent add a child to their Parent Portal Account?

A parent can add a new student to their Sapphire portal account by completing the following steps:

1. Log into their Sapphire Parent Portal Account
2. Click on their own name in the upper right hand corner of the screen (next to the Log Out button)
3. Go to the Account Settings menu, then click on Students
4. Click on the link to "Request Access to Other Students"



Penn Manor School District

ACCOUNT SETTINGS

- General
- Students**
- Notifications

Account Settings

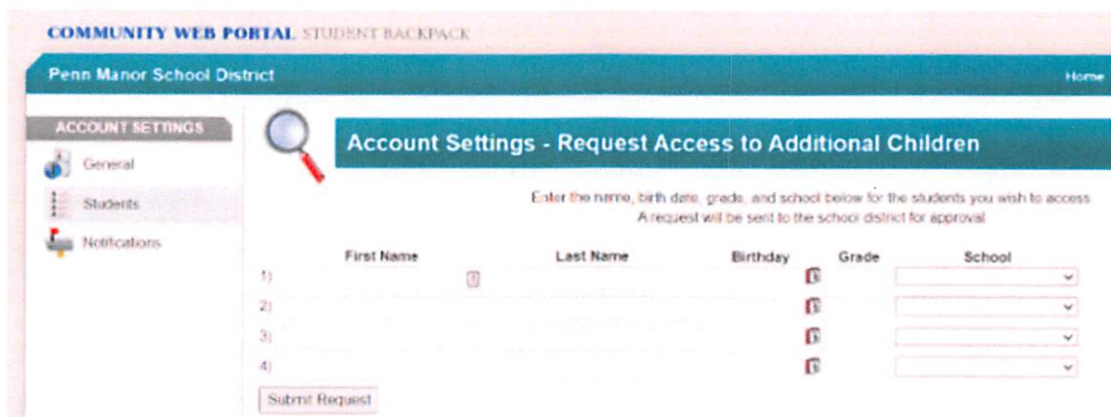
Password:

Security Question:

Security Answer:

Save

4. Click on the link to "Request Access to Other Students"



COMMUNITY WEB PORTAL STUDENT BACKPACK

Penn Manor School District Home

ACCOUNT SETTINGS

- General
- Students**
- Notifications

Account Settings - Request Access to Additional Children

Enter the name, birth date, grade, and school below for the students you wish to access
A request will be sent to the school district for approval

	First Name	Last Name	Birthday	Grade	School
1)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Request

5. Fill in the necessary information of the new student and click the Submit Request button. Typically it'll take a few days for the district office to review the request and grant access.