

# Sapphire

## Contains:

- Grade book
- Report Card
- Core Schedule
- Attendance
- Possible Testing Component



# Create Your Sapphire Account

1. Go to Agora's Community Portal at

<https://agora-sapphire.k12system.com/CommunityWebPortal/>

2. Click on "Community Portal Application and Acceptable Use Policy Form".



**COMMUNITY WEB PORTAL**

# WELCOME

**Agora Cyber Charter School**

If you already have an account, please enter your login information here.

Username

Password

PIN

**LOGIN**

**Getting Started**

Don't have an account?

- Community Portal Application and Acceptable Use Policy Form

**Frequently Asked Questions (FAQ)**

# Create Your Sapphire Account

3. Scroll down and select the type of account you are applying for, either a Parent Account or Student Account.
4. Next accept the Acceptable Use Policy by selecting **Yes** & then **Continue**.

Log On button.

Your Community Web Portal User Account will be set up as soon as we receive your Community Web Portal Registration and are able to verify its contents.

You will receive an email when your Community Web Portal User Account is ready for use. Be sure to check your spam filter if necessary and allow 48 business hours for receipt of your email.

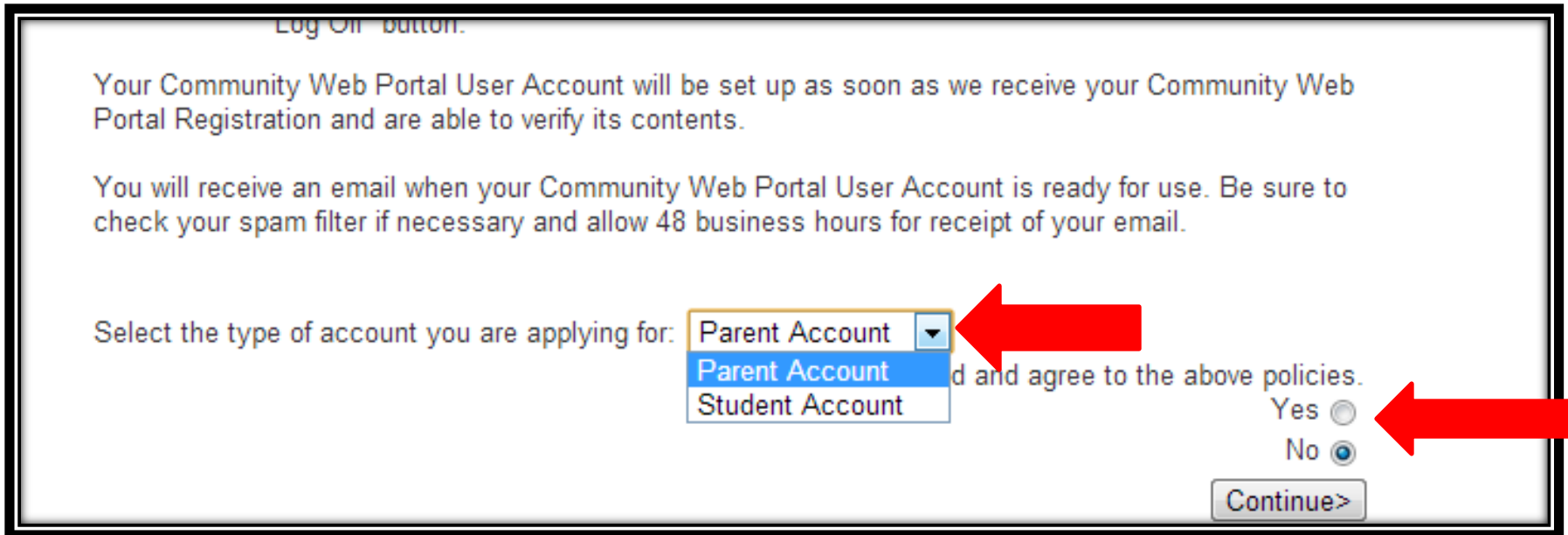
Select the type of account you are applying for:

Parent Account  
Parent Account  
Student Account

I read and agree to the above policies.

Yes   
No

Continue>

A screenshot of a web form for creating a Sapphire Account. The form is enclosed in a black border. At the top, there is a "Log On button." Below it, two paragraphs of text explain that the account will be set up after registration and that an email will be sent. The main section asks the user to "Select the type of account you are applying for:" and shows a dropdown menu with three options: "Parent Account", "Parent Account", and "Student Account". A red arrow points to the dropdown menu. To the right of the dropdown, there is a sentence "I read and agree to the above policies." followed by two radio buttons: "Yes" and "No". The "No" radio button is selected, and a red arrow points to it. At the bottom right, there is a "Continue>" button.

# Create Your Sapphire Account

5. Fill in the application and select **Save Form and Continue.**

- Please note to gain access to the student's information through Sapphire, this form must be filled out correctly and precisely.

To gain access to your child's information through the Sapphire Community Web Portal, this form must be filled out correctly and precisely, and then submitted electronically.

## Sapphire Community Web Portal Application

School District: Agora Cyber Charter School  
Current School Year: 2014  
Contact Name: Joel Gorman  
School District's Community Portal Help Desk Phone Number: (610) 230-2317

### Family Information

#### Applicant

Name:*	<input type="text"/> (First)	<input type="text"/> (Last)	Relation:*	STUDENT	
Address 1:*	<input type="text"/>				
Address 2:*	<input type="text"/>				
City:*	<input type="text"/>	State:*	PENNSYLVANIA <input type="text"/>		
Zip Code:*	<input type="text"/>				
Home Phone:*	<input type="text"/>	Work Phone:*	<input type="text"/>	Cell Phone:*	<input type="text"/>
E-Mail:*	<input type="text"/>				

#### Student Information

Date of Birth:*	Grade:*	School
<small>mm/dd/yyyy</small>	<input type="text"/>	<input type="text"/>

#### Login Information (You will be required to know your Username, Password, and a system-assigned PIN to access to your child's information.)

Username:*	<input type="text"/>
Password:*	<input type="password"/>
Confirm Password:*	<input type="password"/>
Sample Security Questions:	<choose a question> <input type="text"/>
Security Question:*	<input type="text"/>
Security Answer:*	<input type="text"/>

\* Indicates required fields

[Save Form and Continue](#)

# Final Steps

- After submitting your application the Sapphire Admin Users check over application and approves or declines the application.
- You will receive an email within 48 hours if your account has been approved or declined and the appropriate action to take.
- If approved, your email will also include a pin code. Please write it down as we will not have access to this information.
- Return to the Sapphire Community Portal site and enter your username, password and pin code.

**Please keep this information in a secure place because it will be used all year to retrieve report cards and review attendance and the grade book.**