

# Creating an account for the Sapphire Parent Portal/Community Web Portal

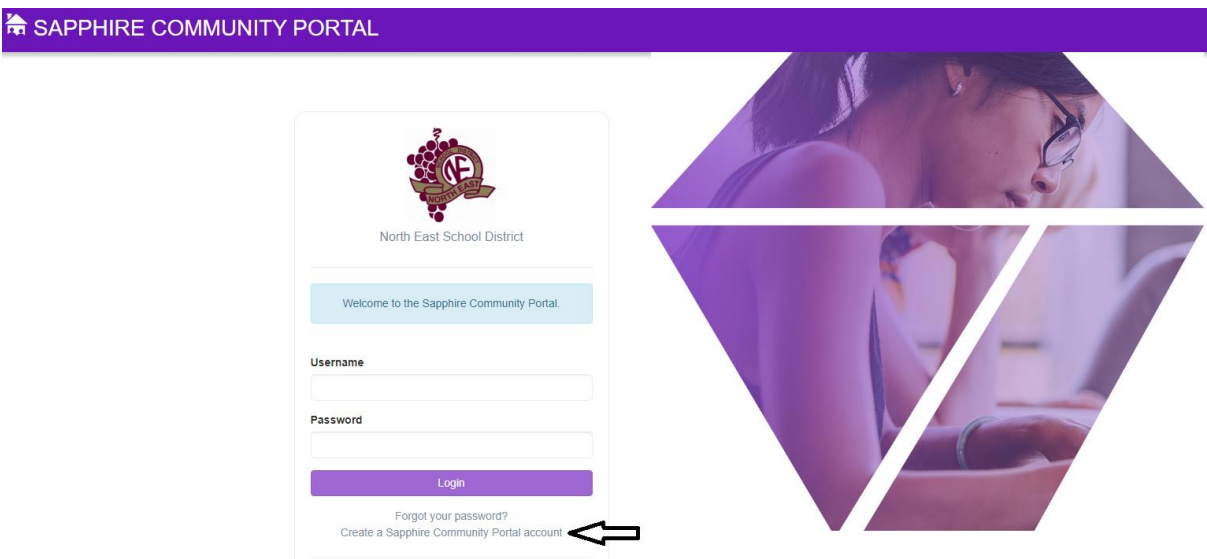
Using a web browser, navigate to the North East School District  
webpage by visiting

**http://nesd1.org**

Click on the Sapphire Portal link at the very top of the page



Click on Create a Web Portal account



# Creating an account for the Sapphire Parent Portal/Community Web Portal

Enter the keyword “pickers” into the keyword field and click Continue



North East School District

## Account Application for North East School District

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

*The **KEYWORD** can be found on the mailer that you received from the district. If you have not received a mailer, the **KEYWORD** may be obtained from the district directly.*

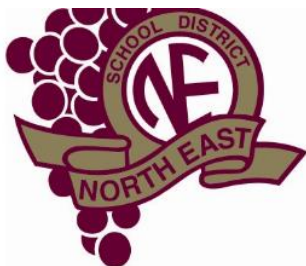
**Keyword**

Continue

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# Creating an account for the Sapphire Parent Portal/Community Web Portal

Once you have read the Web Portal User Agreement and agree to the policies,  
click Yes and click Continue



North East School District

## Sapphire Community Portal User Agreement

### North East School District Web Portal User Agreement

The NESD Web Portal ('Portal') is intended to provide a safe and secure environment to communicate easily and effectively with parents, students and school district employees. The Portal will provide qualified users with a variety of services. The smooth operation of the Portal relies in part on the proper conduct of the users who must adhere to strict guidelines administered by the North East School District. Ethical and legal utilization of the portal resources are required. Parents and students will adhere to the laws, policies, and rules governing the Portal including, but not limited to, the District's Acceptable Use Policy, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law, District rules, policies and agreements, and Internet service provider agreements.

In response for the privilege of accessing the NESD Web Portal, every parent/guardian is expected to act in a responsible, ethical and legal manner. **Parents are required to adhere to the following guidelines:**

#### Requirements:

1. Parents will not share their user identification, password(s) and Personal Identification Number (PIN) with anyone.
2. Parents will not attempt to harm or destroy data of their own children, of another user, or school or district network.
3. Parents will not use the Community Web Portal for any illegal activity, including the violation of data privacy laws. Anyone found to be violating laws may be subject to civil and/or criminal prosecution.
4. Parents 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. Parents who are identified as a security risk to the Portal may be denied its use, and/or be disciplined on a case-by-

☐ I have read and agree to the above policies

Continue

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# Creating an account for the Sapphire Parent Portal/Community Web Portal

Fill out the form to its entirety and click the Continue button on the bottom.  
After this, you will receive an email showing that your application has been submitted. Please allow the office 1-3 business days to approve your application. If you have not received a confirmation email that your application was approved within this time, please contact your child school office.

North East School District

## Sapphire Community Portal Application

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

### Family Contact Information

<b>First Name:*</b> ex: John	<b>Last Name:*</b> ex: Smith	<b>Relation:*</b> ex: Parent, Guardian, Custodian, Foster Parent
<b>Address 1:*</b>		<b>Address 2:</b>
<b>City:*</b>	<b>ZIP Code:*</b>	<b>State:*</b> Pennsylvania
<b>Home Phone: *</b> Enter number	<b>Cell Phone:</b> Enter number	<b>Work Phone:</b> Enter number
<b>Email: *</b> Enter an email address		

### Children Information

<b>First Name:*</b>
<b>Last Name:*</b>
<b>Date of Birth:*</b> Select Date
<b>Grade:*</b>
<b>School:*</b>



### Login Information

(You will be required to know your Username and Password to access to your child's information.)

<b>Username:*</b>	<b>Password:*</b>	<b>Confirm Password:*</b>
<small>Password must have the following characteristics:</small> <ul style="list-style-type: none"><li>At least 8 characters - the more characters, the better.</li><li>A mixture of letters and numbers.</li></ul>		
<b>Sample Security Questions:</b> Select a question	<b>Security Question:*</b> Select question from list or create your own	<b>Security Answer:*</b>

Please complete the form, then click Continue

Continue

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