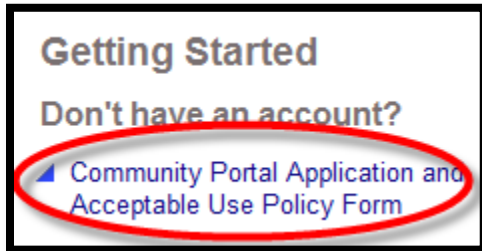


Community Portal Getting Started Guide

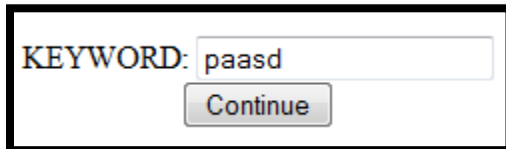
The community portal allows parents to access real-time information pertaining to their children in the Allentown School District. Information includes attendance, grades, discipline and schedules.

Follow these steps to set up a community portal parent account:

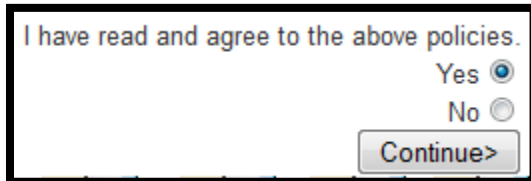
1. Go to <http://sapphire.allentownsd.org/parentportal>
2. Click on Community Portal Application and Acceptable Use Policy Form



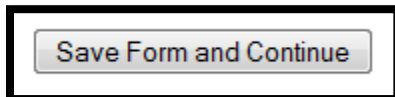
3. Type in paasd then click Continue



4. Read the policies then select Yes and Continue at the bottom right



5. Fill out all information. * Indicates required fields
 - a. Fill out family information – your name MUST match child's contact list
 - b. Fill out children information – you can enter names of all children enrolled in ASD
 - c. Fill out login information – keep username and password in a safe place
6. Click Save Form and Continue at the bottom



7. You will receive an email with your PIN number
*** Please note that the application approval process may take up to 3 school days to complete. You will receive an email once you have been accepted. ***
8. Once you receive your pin, you can use your username, password and PIN to access the community portal at <http://sapphire.allentownsd.org/parentportal>

If you have any questions, please contact webmaster@allentownsd.org