

# SAPPHIRE COMMUNITY PORTAL

## UPDATING FAMILY CONTACT INFORMATION

1. SIGN ON TO DISTRICT WEBSITE: [www.wsdweb.org](http://www.wsdweb.org)
2. Click on "PARENTS" tab
3. Click on "Sapphire Community Portal"

The screenshot shows the top navigation bar of the WISSAHICKON SCHOOL DISTRICT website. The header includes the district logo and name, with the tagline "Bleeding Blue with a Heart of Gold". Below the header are navigation tabs for "ABOUT WSD", "SCHOOLS", "OUR COMMUNITY", and "SCHOOL BOARD". A dropdown menu is open under the "PARENTS" tab, listing various services. A red arrow points to the "Sapphire Community Portal" link in the dropdown menu.

WISSAHICKON SCHOOL DISTRICT  
*Bleeding Blue with a Heart of Gold*

STUDENTS ▾ PARENTS ▾

- Communication Tools
- Community Announcements
- Inclement Weather Notifications
- Forms
- Lunch Menus
- MySchoolBucks
- Parent Handbooks
- Registration
- Sapphire Community Portal
- Tips4Kids Texts
- Schoology
- Volunteers

What I Loved and Learned  
In this end of year video, Wissahickon students share their favorite moments from the 2016-2017 school year and tell us how much they learned! Click below to watch.

WATCH NOW

Important Information about 2017-2018 Teacher Assignments  
We would like to remind families about the importance of having a Sapphire Community Portal account and keeping correct, current contact information in the portal. This school year, the **Sapphire Community Portal** will be the way we communicate your child(ren)'s teacher assignment/schedule.

READ MORE

K-Bus  
Parents/Guardians of incoming kindergarten students are invited to the "K-Bus Adventure" held at Blue Bell Elementary School on August 2 and Shady Grove Elementary on August 10. Students can explore the inside of the bus, learn about bus safety, and then ride around the neighborhood. One parent or guardian is invited to ride along. Kindergarten Orientation will be held August 28.

READ MORE

4. Sign in using your Username, Password and Pin#

The screenshot shows the login page for the Sapphire Software Community Web Portal. The page features the Sapphire Software logo in the top right corner and the text "COMMUNITY WEB PORTAL WELCOME". Below the header is the WISSAHICKON SCHOOL DISTRICT logo and a login form with fields for Username, Password, and PIN, and a LOGIN button. A red arrow points to the LOGIN button, which is labeled "Sign In".

Sapphire Software

COMMUNITY WEB PORTAL  
WELCOME

WISSAHICKON SCHOOL DISTRICT

Username

Password

PIN

LOGIN

▲ Forgot your password?  
▲ Create a Web Portal account

Sign In

Browser Recommendations | FAQ | Terms of Use | 07/28/2017 10:03AM


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- Once logged in, your student(s) name and picture will appear on the left hand side of the screen. Click your child's name.


COMMUNITY WEB PORTAL STUDENT BACKPACK

WISSAHICKON SCHOOL DISTRICT

MY STUDENTS (1)

 **Theodore Cleaver**  
Grade: 05  
BLUE BELL ELEMENTAR


Welcome to the Sapphire Community Web Portal  
To view information about your children, click on their names on the left.









- Under your student's name, choose "Change Student Data"


COMMUNITY WEB PORTAL STUDENT BACKPACK

WISSAHICKON SCHOOL DISTRICT

 **Theodore Cleaver**  
Grade: 05  
BLUE BELL ELEMENTAR

STUDENT BACKPACK

-  Student Information
-  **Change Student Data**
-  Student Data Forms
-  Current Schedule
-  Student Calendar
-  Courses & Grades



The fields you are able to change include Email, Home Phone, Cell Phone and Work Phone for each contact listed. To make a change, click on the incorrect data such as email. As soon as you click on the incorrect data element, a box will appear that will allow you to make corrections. **NOTE:** Phone numbers **MUST** be in the following format: XXX-XXX-XXXX. Dashes must be used. Once all corrections are made, click on "Save Changes."

Student Information

Student Email Address:


Parents/Guardians

Mother

Email:	<input type="text" value="asmith@abc.com"/>
Home Phone:	<input type="text" value="610-279-3000"/>
Phone 1 is Unlisted?:	No
Phone 1 Receive Voice Call?:	Yes
Cell Phone:	<input type="text" value="610-247-3000"/>
Phone 2 is Unlisted?:	No
Phone 2 Receive Text?:	<input type="text" value="Yes"/>
Work Phone:	<input type="text" value="610-755-3000"/>
Work Phone Extension:	<input type="text"/>

Father

Email:	<input type="text"/>
Home Phone:	<input type="text"/>
Phone 1 is Unlisted?:	No
Phone 1 Receive Voice Call?:	<input type="text" value="Yes"/>
Cell Phone:	<input type="text"/>
Phone 2 is Unlisted?:	No
Phone 2 Receive Text?:	No
Work Phone:	<input type="text"/>
Work Phone Extension:	<input type="text"/>



7. Change pending review will display upon saving your changes. All changes must be reviewed and approved by your child's school. Once the change is approved, the contact information will be updated in our Student Information System. Please allow 24-48 hours for approval.

<b>Mother</b>	mom@abc.net
Email:	KRAWLINGS@MCIU.ORG <small>Change pending review</small>
Home Phone:	610-279-3756
Phone 1 is Unlisted?:	No
Phone 1 Receive Voice Call?:	Yes
Cell Phone:	610-247-2551 <small>Change pending review</small>
Phone 2 is Unlisted?:	No
Phone 2 Receive Text?:	No <small>Change pending review</small>
Work Phone:	610-755-9313 <small>Change pending review</small>
Work Phone Extension:	
<b>Father</b>	dad@abc.net
Email:	denagrunk@yahoo.com <small>Change pending review</small>
Home Phone:	610-279-3756
Phone 1 is Unlisted?:	No
Phone 1 Receive Voice Call?:	Yes
Cell Phone:	610-291-3825 <small>Change pending review</small>
Phone 2 is Unlisted?:	No
Phone 2 Receive Text?:	No <small>Change pending review</small>
Work Phone:	215-599-9688 <small>Change pending review</small>
Work Phone Extension:	
<input type="button" value="Save Changes"/>	

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**\*\*NOTE: IF YOU EXPERIENCE PROBLEMS OR HAVE QUESTIONS ON THE COMMUNITY PORTAL, PLEASE CONTACT YOUR CHILD'S MAIN OFFICE FOR FURTHER ASSISTANCE\*\***