



Community Web Portal

The Sapphire Community Web Portal is a great tool for checking your student’s progress, attendance, discipline, contact and health information. To create an account please follow the steps below.

From an Internet Browser: ycs-sapphire.k12system.com/CommunityWebPortal

Click on the link under the heading that reads: “Community Portal Application and Acceptable Use Policy Form”

Read the Portal User Policy. Assuming that you agree to the terms of the policy, click on the Yes radio button.

Click Continue.

Under the Family section, complete the information for the Applicant. (This is **not** where you will put the name(s) of the student. **This is where you will enter the name of the parent/guardian that is requesting access to the portal.**) All fields with a red asterisk are required fields.

| Family Information | | | |
|--------------------|----------------------|----------------------|---|
| Applicant | | | |
| Name:* | (first) | (last) | (Parent, Guardian, Custodian, Foster Parent) |
| | <input type="text"/> | <input type="text"/> | Relation:* |
| Address 1:* | <input type="text"/> | | |
| Address 2: | <input type="text"/> | | |
| City:* | <input type="text"/> | State:* | Pennsylvania <input type="button" value="v"/> |
| 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"/> | | |



Under the Children Information Section, please complete the information requested for each child you would like to have access to. Please enter the First Name, Last Name, Date of Birth, the 2017/2018 school year grade level and school building.

| | First Name* | Last Name* | Date of Birth* mm/dd/yyyy | Grade* | School* |
|---------|----------------------|----------------------|------------------------------|----------------------|----------------------|
| Child 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Child 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Child 3 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Child 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Child 5 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Child 6 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Under the Login Information section enter the Username and Password you would like to use for this account. Lastly, choose a security question and answer. The security question and answer will be used if you forget your login information.

Login Information

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

Username:*

Password*:

Confirm Password:*

Sample Security Questions:

Security Question:*

Security Answer:*

* Indicates required fields

When you have completed all information, click Save Form and Continue. At this point your electronic registration will be routed to the Sapphire Administrator for approval. Please allow 24-48 hours for application processing.

When your application is approved, your PIN number will be emailed to you. Please remember to check your spam filter. You will need your Username, Password and PIN each time you login to your account.