

Creating a Portal Account

The Littlestown Area School District Community Portal allows parents/guardians to access attendance, grades (6-12) discipline, and student demographic information. Parents are able to create a single account to view all of their child(ren)'s information.

To create a Community Portal account go to the internet and visit the website <https://littlestown-sapphire.k12system.com/CommunityWebPortal/Welcome.cfm>. This is where you will login to view student information.

You will see this page on your screen. **(Fig.1)** To create an account, click on the Create a Web Portal Account link. This will open a new window.



Fig. 1

In this new window you will be prompted to enter a keyword to sign up for the LASD Community Portal. **(Fig 2)** The keyword is **Bolts**. Click Continue.

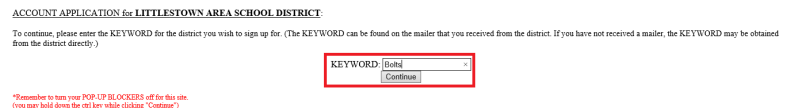


Fig 2

The Sapphire Community Web Portal User Agreement will now be on your screen. **(Fig 3)** Please read through the full user agreement. Agree to the policies by clicking “Yes” or “No” and click Continue. **Please note:** you will not be able to create an account if you do not agree to the policies contained in the AUP.

- Homeroom Attendance
- Current Student Schedule
- Mid-term Progress Report
- Report Card
- Special district and building announcements

Information that may be posted on the Community Web Portal by teachers:

- Daily grades for current classes
- Homework Assignments

Other Information:

- Security Features of the Community Web Portal
 - a. If you leave the Community Web Portal Web Browser open and inactive for a period of time you will be automatically logged off.
 - b. When you are ready to end your Community Web Portal session make sure you click the “Log Off” button.
- District Contact Information:
 - a. Telephone help with the District Technology Office is available from 8:00 a.m. to 4:00 p.m. school days. You may also send an e-mail to dto@demoschool.edu. Please include your name, your user id, your telephone number and a brief description of the problem in your e-mail request for help.
 - b. If you need to contact a classroom teacher, you may call School for Demo Purposes Only at [610-555-1212](tel:610-555-1212).

Your Community Web Portal User Account will be set up as soon as we receive your completed and signed Community Web Portal Registration. You may submit it to the address below.

School for Demo Purposes Only
Community Web Portal User Policy
123 Main St.
Philadelphia, PA 15201

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.

I have read and agree to the above policies.
 Yes
 No

Fig 3

You will now be on the Portal Application Screen. **(Fig 4)** This is where you will enter all of your information. Section 1 is Applicant information. All required information is marked with a red asterisk.

To gain access to your child's information through the Sapphire Community Web Portal, this form must be filled out and submitted electronically. Then to verify your application, print this form out, sign it, and mail it to your school district.

Sapphire Community Web Portal Application

School District: Littlestown Area School District
 Current School Year: 2018
 Contact Name: Quinn Fasnacht
 Contact E-mail Address: sapphirehelpdesk@littlestown.k12.pa.us

Family Information

Applicant Name* (first) (last) (Parent, Guardian, Custodian, Foster Parent) Relation*
 Address 1*
 Address 2*
 City* State: Pennsylvania
 Zip Code*
 Home Phone* Work Phone: Cell Phone:
 E-Mail*

Children Information

	First Name*	Last Name*	Date of Birth* mm/dd/yyyy	Grade*	School*
Child 1					
Child 2					
Child 3					
Child 4					
Child 5					
Child 6					

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: <choose a question>
 Security Question*
 Security Answer*
 * Indicates required fields

Fig 4

Section 2 is Children information. This section allow you to specify the children for whom you have a right to access grading and attendance information. You must enter their first name, last name, date of birth, grade, and school. All of these fields are required.

You will then create your username and password for the Community Web Portal and a security question to verify your identify.

Once you have finished all three sections click Save Form and Continue.

The next window confirms all information you have entered into your application. From this screen you may print out an application for your own records.

Littlestown Area School District does not require a printed copy of this form. You are **NOT** required to mail a copy to LASD.

You will receive an email confirmation of the account request. This email will be sent to the email address you entered on the application. Once your application has been approved, a second email will be sent that will contain a **PIN number**. Use the PIN number along with the username and password you created to log into the Community Portal.

<https://littlestown-sapphire.k12system.com/CommunityWebPortal/Welcome.cfm>

(Fig 5).

Congratulations! You have successfully set up a parent account and have access to view your student's information.



Fig 5