

January 13, 2015

Dear Parents/Guardians:

We are excited to announce that at the start of the fourth marking period, March 30, 2015, kindergarten through fourth grade (K-4) parents/guardians will be able to utilize our Community Parent Portal. A Community Parent Portal Account allows a parent/guardian to view his/her child's grades, report cards, and student information. In addition, parents/guardians will also have the ability to update contact information and specify which phone number(s) should be called by our emergency notification system.

If you already have a Community Parent Portal Account, you do not need to create a new account. However, you will need to add your K-4 child to your account. In order to do this, access your account and click on your name in the upper right corner. Then click on students under account settings and follow the instructions to add each additional student.

If you do not already have a Community Parent Portal Account, please follow the attached directions. If you are experiencing difficulty creating your account, please contact Faye Will in the district's IT Department at willfa@mtwp.net or 717-519-1500.

If you need personal assistance in creating a Community Parent Portal Account, you may visit any of the elementary schools to receive help from the district's IT Department at these times:

- | | |
|---------------------------------|-----------------------------------|
| * Jan 23, 8-9:30am at Schaeffer | * Feb 10, 8-9:30am at Nitrauer |
| * Jan 29, 8-9:30am at Bucher | * Feb 12, 4-6:00pm at Neff |
| * Feb 4, 8-9:00am at Brecht | * Feb 18, 8-9:30am at Reidenbaugh |

As we get closer to the start of the fourth marking period, we will provide you with additional information on how to utilize your Community Parent Portal Account.

Thank you for your continued support of the Manheim Township School District!

Sincerely,

Michael Bromirski
Assistant to the Superintendent
for K-6 Curriculum & Instruction

Manheim Township School District



Sapphire Community Portal Instructions

1. Go to mtwp.net and click on “Sapphire” under Quick Links on the left side of the homepage.
2. To set up a new account, click “Community Portal Application and Acceptable Use Policy Form”.
3. **Keyword is “sapphire”.**
4. Read Policy and click **Yes** and continue to accept. Please note that students can also complete this process and have access to their own accounts.
5. Complete form (all required parts have an asterisk). Submit by clicking on “Save Form and Continue.” The Username, Password and Sample Question are your choice but should be something you can remember.

Login Information

Username:

Password:

Re-enter Password:

*If you forget your password you will be asked to answer a security question to verify your identity. Please choose a question from the list below, or create one of your own.

Sample Questions:

Question:

Answer:

6. Print the form, sign and date it and give it to your building secretary who will forward to Faye Will at the HS – Rm. 180.
7. You will be receiving your assigned pin number shortly which you will need to access your account along with your user name and password. The pin number will be emailed to you after Faye Will receives your form.

