

To register for Sapphire as a parent please follow the below instructions:

1. Visit our Sapphire website at <https://sapphire.pennmanor.net/CommunityWebPortal/> and click on the *Create a WebPortal Account* at the bottom of the page .



2. On the next page you will be prompted for a keycode. Enter keyword “comets” and click “Continue”.

A screenshot of a keyword entry form. It features a text input field with the label 'KEYWORD:' to its left. Below the input field is a 'Continue' button.

3. Read the user agreement, select “Yes” at the bottom right of the page and click Continue.

A screenshot of a user agreement form. It contains the text 'I have read and agree to the above policies.' followed by two radio button options: 'Yes' (which is selected) and 'No'. At the bottom right of the form is a 'Continue>' button.

4. Fill out the Sapphire Web Application and be sure to include all of your children that are enrolled in the Penn Manor School District under the “Children Information” section so that they are all linked to your account. Once you have completed all required fields, press “Save and Continue”.
5. Follow the on-screen instructions by printing your completed form and dropping it off at your child’s school or by mailing it to:

**Sapphire Administrator
2950 Charlestown Road
Lancaster, PA 17603**

6. Once your printed and signed application has been received, processed, and approved, you will receive an email at the email address you provided with your assigned PIN. You will then use your selected UserName and Password and the assigned PIN to access Sapphire as a parent.

If you have any questions or need any assistance please reach out to our Sapphire Help Desk at:

Contact E-mail Address: sapphiresupport@pennmanor.net

School District's Community Portal Help Desk Phone Number: 717-872-9500

Thank you,

Penn Manor School District