

Penn Manor School District

PO Box 1001 • Millersville PA 17551

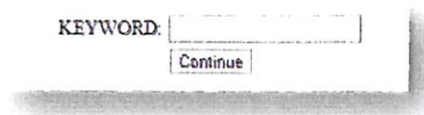
717.872.9500 • www.pennmanor.net

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

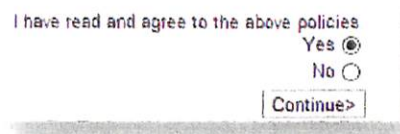
1. Visit our Sapphire website at <https://sapphire.pennmanor.net/CommunityWebPortal/> and click on the *Create a WebPortal Account* at the bottom of the page .



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



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



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. Once your application has been reviewed by the Sapphire Administration, 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 x 2351

Thank you,

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