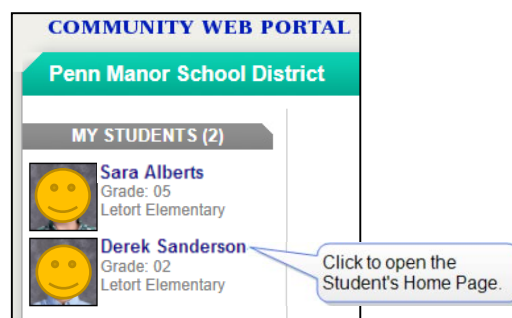


# How To: Access Documents Posted to Your Community Portal Account

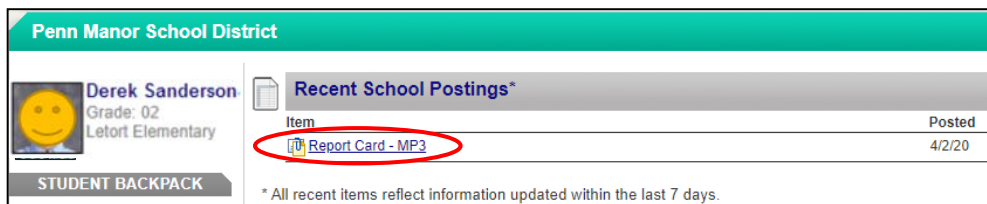
**STEP 1:** Log into your Sapphire Community Portal Account  
via <https://sapphire.pennmanor.net/CommunityWebPortal/>



**STEP 2:** Access your child's Community Portal page.  
To view information about your child,  
click on his/her name on the left-hand side of  
your screen.



**STEP 3:** Within your parent portal, electronic documents recently posted will be viewable on the landing page for seven (7) days. To view a recently posted document electronically, click on the file name.



**STEP 4:** To view files that are no longer accessible on the main landing page:

- Go to the Student Backpack menu (left-hand side of screen)
- Go to the Reports section
- Click on any of the available report types (ex. Report Cards)
- Click on the file name to view the file and download an electronic copy of the file to your computer
- **Note:** To access all available student files within your parent portal account, click on File Cabinet, then click on each folder to expand it and view any posted document.

