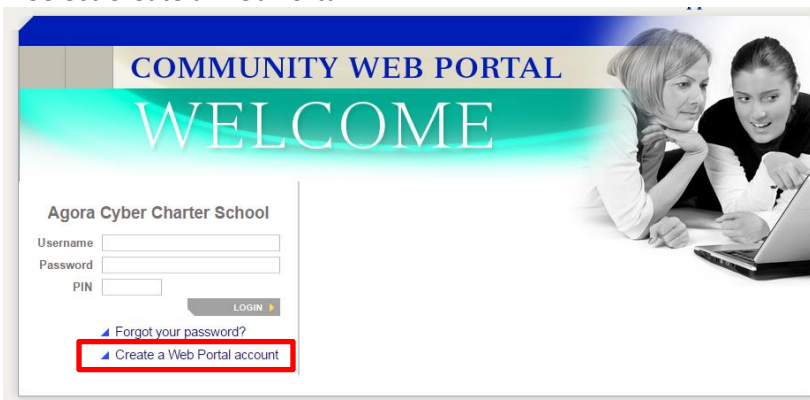# How to Create and Access the Parent or Legal Guardian
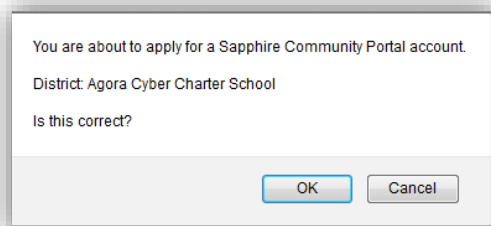# Sapphire Portal Account

Returning parents or legal guardians do not need to create a new Sapphire account and can use the previous school year Sapphire login credentials. If you forgot your Username or pin send an email to agorasystemssupport@agora.org and include your first name, last name and phone number. If you forgot your Password you can reset it by going to www.tinyurl.com/agorasapphire and select the "Forgot your password" link and enter your Pin and Username.

Follow the instructions below if you need to create a Sapphire account.
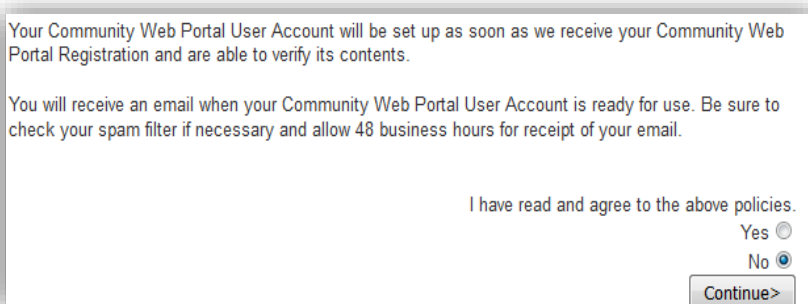1. Go to www.tinyurl.com/agorasapphire
2. Select Create a Web Portal

3. A new window will appear. Select **OK**

4. Read the user agreement, select **Yes** and **Continue**

How to Create and Access the Parent or Legal Guardian
Sapphire Portal Account

5. Complete the online application. You will create your Username and Password in the online application. Be sure to write down this information and keep it in a secure place. Note, to gain access to your child's information through Sapphire you must fill in the form correctly and precisely.
6. After filling in the form select **Save Form and Continue**.

To gain access to your child's information through the Sapphire Community Web Portal, this form must be filled out correctly and precisely, and then submitted electronically.

Sapphire Community Web Portal Application

School District: Agora Cyber Charter School
Current School Year: 2016
Contact Name: Agora Cyber Charter School

Family Information

Applicant

	(first)	(last)		(Parent, Guardian, Custodian, Foster Parent)
Name:*			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

[Save Form and Continue]

How to Create and Access the Parent or Legal Guardian
Sapphire Portal Account

7. After submitting your application is reviewed by an Agora Administrator. Within 2-3 days you will receive an email indicating if the account was approved or declined. Review the instructions in the email if declined and reapply. If approved, you will receive a PIN.

8. Write down the pin and keep it in a secure place so you can access your Sapphire Portal throughout the school year to monitor student attendance, request a student is excused from school, access report cards and other information.

Thank you for registering for access to Sapphire Community Portal.
Please use the following personal identification number (PIN).

You new Personal Identification Number(PIN) is '45376'.

To log onto Sapphire Community Portal site, go to:
https://paagc-sapphire.k12system.com/CommunityWebPortal/

To log on, you will need to have your new PIN, your username and your password.

It is our sincere hope that you will find the Sapphire Community Portal useful in promoting your children's education.

How to Access Your Sapphire Portal Account

1. Go to www.tinyurl.com/agorasapphire
2. Enter your Username, Password and Pin.

COMMUNITY WEB PORTAL
WELCOME

Agora Cyber Charter School
Username
Password
PIN
LOGIN ▸
◢ Forgot your password?
◢ Create a Web Portal account

3. Once logged into your account navigate through the portal using the links under Student Backpack. Note, each grade-band includes different features within the Sapphire Portal but all parent and guardians can access attendance information and report cards.