



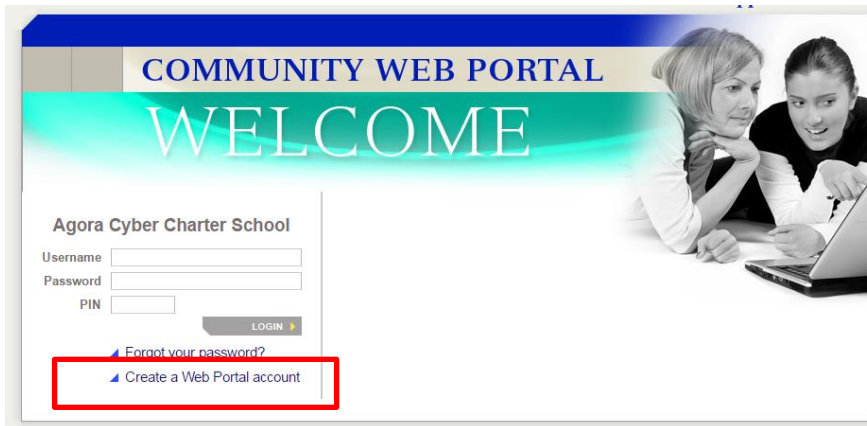
Sapphire Community Portal Guide

Below are instructions to create the learning coach Sapphire Community Portal account. If you are a returning student or learning coach you can utilize the same Sapphire Community Portal login credentials used last school year.

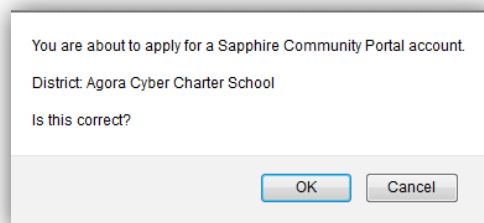
If you forgot your Username or Pin, email agorasystemssupport@agora.org and include your first name, last name, phone and issue. If you forgot your Password you can reset it by going to www.tinyurl.com/agorasapphire and select the "Forgot your password" link and enter your Pin and Username.

If you never applied for an account, please follow the process below.

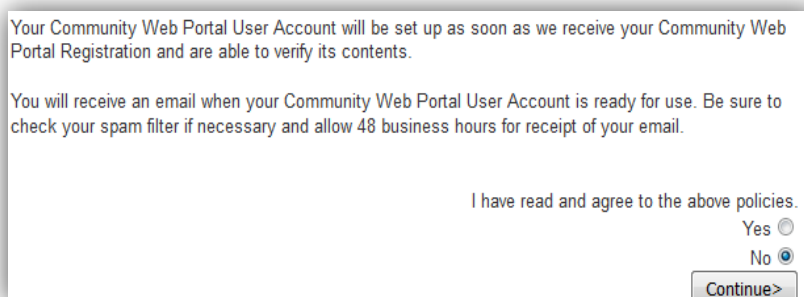
1. Go to: www.tinyurl.com/agorasapphire
2. Select Create a Web Portal



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



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





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5. Complete the online application. To gain access to your child's information through Sapphire you must fill in the form correctly and precisely. After carefully filling in the form select **Save Form and Continue**. The learning coach creates their Username and Password during the application process. Write down the Username and Password so you don't forget.

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

Name*	<input type="text" value="(first)"/>	<input type="text" value="(last)"/>	Relation*	<input type="text" value="(Parent, Guardian, Custodian, Foster Parent)"/>
Address 1*	<input type="text"/>			
Address 2:	<input type="text"/>			
City*	<input type="text"/>	State*	PENNSYLVANIA ▼	
Zip Code*	<input type="text"/>			
Home Phone*	<input type="text"/>	Work Phone:	<input type="text"/>	Cell Phone: <input type="text"/>
E-Mail*	<input type="text"/>			

Children Information

	First Name*	Last Name*	Date of Birth* mm/dd/yyyy	Grade*	School*
Child 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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



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- After submitting the application is it reviewed by an Agora Administrator. Allow at least 48 hours for approval of the account. Upon approval you will receive an email with a PIN.
- Return to the website and enter your username, password and pin code.
- **Keep this information in a secure place. It will be used all year to retrieve report cards.**

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 Log in:

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

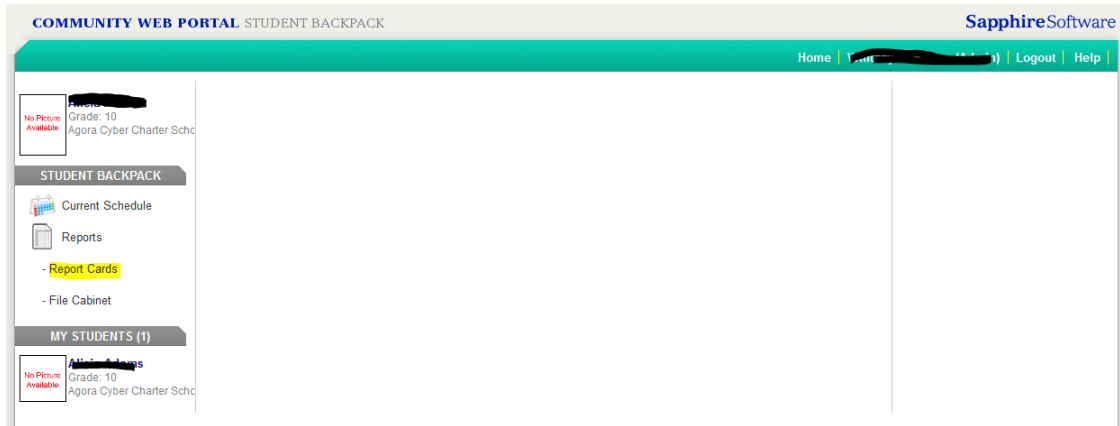
A screenshot of the Sapphire Community Portal login page. The page has a blue header with the text "COMMUNITY WEB PORTAL" and a large green banner with the word "WELCOME" in white. Below the banner, the text "Agora Cyber Charter School" is displayed. There are three input fields: "Username", "Password", and "PIN". To the right of the PIN field is a "LOGIN" button. Below the login fields are two links: "Forgot your password?" and "Create a Web Portal account".

Once logged in you can navigate through the portal using the links under Student Backpack. Note: Students in grades K-5 utilize different features of Sapphire then students in grades 6-12. Families will learn during orientation and in content courses how to utilize Sapphire. One area utilized by all grades is report cards.

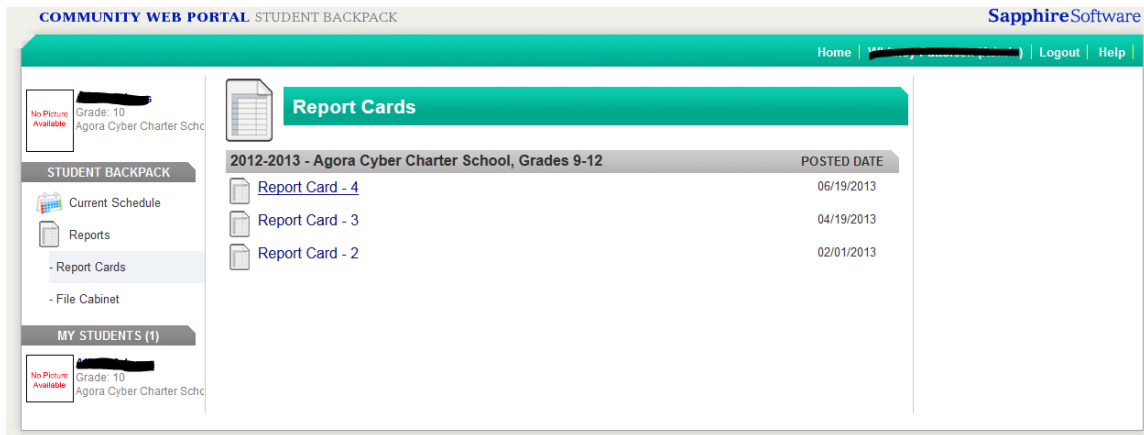
3. To access the student report card,when made available each marking period or semester, select **Report Cards** under **Student Backpack**.



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4. Select Report Card to view a listing of all report cards in Sapphire.



5. Select a report card and a PDF file will open up with that report card for that particular marking period. You can choose to print or save a copy of the report card.

AGORA CYBER CHARTER SCHOOL										REPORT CARD		
SCHOOL YEAR: 2012-2013										MARKING PERIOD: 4 Ending 6/13/2013		
STUDENT	[Redacted Student Name] [Redacted Student Address] [Redacted Student City, PA 19116]								SCHOOL	Agora High School 995 Old Eagle School Road Suite 315 Wayne, PA 19087		
	Student ID	Grade						Counselor				
NOTICES							GRADE SCALE		A = 100-90 P = Pass WF = Withdrew Pass B = 89-80 F = Fail WP = Withdraw Fail C = 79-70 I = Incomplete D = 69-60 M = Medical F = 59-50			
Subject / Teacher	Crs-Sec	1	2	3	4	FIN	Comments					
Civics Kristin Barrett	HST040-21 Q3			C		C						
Earth Science Cara Schweitzer	SCI112-11 S2			A	C	B	Shows consistent effort					
Finding Your Path I	QRN100-2 YS					F						
Geography and World Cultures Stephen Shuttleworth	HST212-9 Q4				C	C	Meets course expectations					
Life Skills Pamela Heard	OTH090-18 Q3			A		A						
Lit. Analysis & Composition I Stacie Conley	ENG103-10 YS				C	C						
Physical Education Kate Mild	OTH020-36 Q4				A	A						
Pre-Algebra Eric Buffington	MTH113-6 YS				B	B	A pleasure to have in class Seeks help when needed					
Reaching Your Academic Potent Kelly Hammond	OTH040-23 Q4				A	A						
Skills for Health Lisa Voshelle	OTH010-24 Q3			A		A						