

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

The Sapphire Community Web Portal is a web-based program that allows the parent or guardian to access important student information, such as, the student schedule, quarterly report card, attendance record and other information. In addition, it is used to send an excuse note to the Attendance Office and provide updated residence documentation.

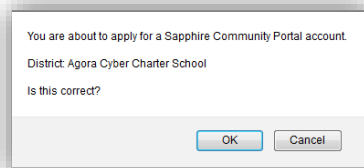
The parent or guardian of a newly registered student is required to create a Sapphire Portal account. Returning parents or guardians are to use the previous school year Sapphire login credentials.

### Create a Sapphire Account

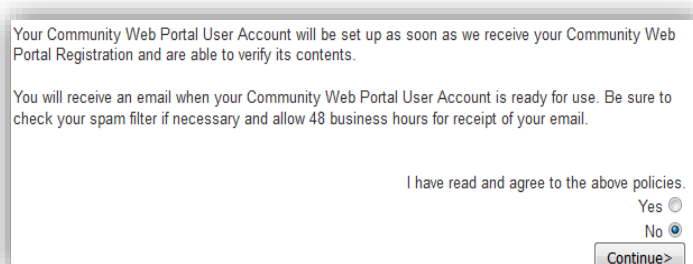
1. Go to [www.tinyurl.com/agorasapphire](http://www.tinyurl.com/agorasapphire)
2. Select Create a Web Portal



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



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



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

- Complete the online application. You will create your Username and Password as part of the online application. Be sure to write down this information and keep it in a secure place. To gain access to your child's information through Sapphire you must fill in the form correctly and precisely.

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

(Parent, Guardian, Custodian, Foster Parent)

Name\*   Relation\*

Address 1\*

Address 2\*

City\*  State\*

Zip Code\*

Home Phone\*  Work Phone:  Cell Phone:

E-Mail\*

##### Children Information

	First Name*	Last Name*	Date of Birth* <small>mm/dd/yyyy</small>	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:

Security Question\*

Security Answer\*

\* Indicates required fields

- After filling in the form select **Save Form and Continue**. Your application will be 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 follow the instructions.

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7. If approved, you will receive a PIN. Write down the PIN and keep it in a secure place. You will need to 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.

### Access Your Sapphire Portal Account

1. Go to [www.tinyurl.com/agorasapphire](http://www.tinyurl.com/agorasapphire)
2. Enter your Username, Password and PIN.

The screenshot shows the login page for the Sapphire Community Web Portal. At the top, there is a blue header with the text "COMMUNITY WEB PORTAL" in white. Below this is a large green banner with the word "WELCOME" in white. The main content area is white and contains the text "Agora Cyber Charter School" in bold. Below this are three input fields: "Username", "Password", and "PIN". To the right of the "PIN" field is a grey "LOGIN" button with a right-pointing arrow. Below the input fields are two links: "Forgot your password?" and "Create a Web Portal account", both with a small blue triangle icon to their left.

3. Once logged into your account you can navigate through the portal using the links under Student Backpack.

### Technical Support:

Email [agorasystemssupport@agora.org](mailto:agorasystemssupport@agora.org) if you forget your Username or PIN and include your first name, last name and phone number.

If you forgot your Password you can reset it by visiting [www.tinyurl.com/agorasapphire](http://www.tinyurl.com/agorasapphire) and selecting "Forgot your password". Next enter your Username, PIN and answer the security questions. Your new password will be emailed to you.