

How to Setup Your Sapphire Parent Account

If the computer is not already on the school district website – go to www.seal-pa.org

- On the right side below the pictures – there are two Community web portal options – one to access your account and one to create a new parent account (It has a picture of 4 children on it). Click on the picture of the four students. This will take you to “Sapphire Parent Portal Account Creation”
- In the first bullet – click on the part that says “ [Account Creation - http://sapphire.seal-pa.org/CommunityWebPortal/Public/DistrictCheck.cfm](http://sapphire.seal-pa.org/CommunityWebPortal/Public/DistrictCheck.cfm)”
- Complete an online application using the keyword **thegrove** (*all one word in lowercase letters*).
- Create a username and password and write them down in the space below.
- Print the form you just completed online and follow the directions to mail it to the District Office or you may drop it off.

HOW TO ACCESS YOUR PARENT ACCOUNT THROUGH THE COMMUNITY WEB PORTAL ACCESS

When you receive the email with your PIN number, to access the portal you can do it one of two ways:

1. Go to www.seal-pa.org then click on the Community Web Portal on the right side of the page

OR

2. Go directly to:

[Community Web Portal - http://sapphire.seal-pa.org/CommunityWebPortal/Welcome.cfm](http://sapphire.seal-pa.org/CommunityWebPortal/Welcome.cfm)

Either way, you will end up at the log in page where you will be asked to enter the information you just created:

Username _____

Password _____

PIN – which you will receive via email