



SAPPHIRE - PARENT PORTAL ACCOUNT INFORMATION

Milton Area School District utilizes the Sapphire Student Information System for grading, notifications, and data. Parents should create Community Web Portal accounts to view classroom information and grades, update contact information, and set up notification workflows to receive announcements. Follow these steps to connect to the parent Community Web Portal.


1. How to create the parent Community Web Portal account in Sapphire:

- Click on the for PARENTS button on the district homepage
- Click on the Sapphire icon on the Parent Resource page
- Click Create a Web Portal Account on the left side
- Follow all the prompts to complete the online account registration process (you must have a valid email address)
- You will receive an email upon submitting the online application. You will receive a second email when the account is approved and finalized by Mr. Brian Ulmer, Director of Secondary Education.
- The second email will include a five-digit PIN generated by the Sapphire system. You can then login to Sapphire with the username and password that you selected in the online application and the system-generated PIN provided in the second email.

2. How to update contact information in Sapphire:

- Login to your parent Community Web Portal account
- On the Community Web Portal home screen, click on your child at the left
- Click Change Student Data under Student Backpack at the left.
- Review the information on this page and make changes if needed and click Save Changes button.
- Changes are reviewed by the building offices before taking effect.

3. How to set up notification settings in Sapphire:

- Login to your parent Community Web Portal account
- Click on your name at the top right to access your Account Settings page
- Click on Notifications at the left
- Click the dropdown next to Global Setting and choose Custom
- Click on the green  next to Emergency, School Announcements and Updates, Attendance, etc. to expand the options.
- Drop down the Step Method, and select your first notification choice: Voice Call, Text Message, Email.
- Drop down the Point of Contact, and select.
- Drop down the Options, and select.
- Click Add Step, if you wish to add another method of notification. Repeat for additional steps.
- If you do not want to be notified at your work contact, do NOT include in the Steps!!**
- Repeat the process for School Announcements and Updates. **BE SURE TO CHECK THE SUBSCRIBE BOX AT THE RIGHT FOR EACH NOTIFICATION!**
- Click the Save button at the bottom of the page.

