Pine-Richland School District
Focused on Learning for Every Student Every Day

Sapphire Community Portal Information for Parents & Students

Dear Families (Grades K-12):
The Sapphire Community Portal (SCP) will open **at 8 a.m. on August 13, 2021**, so families can view school bus, classroom assignments, schedules, and teacher information for the 2021-2022 school year.

SCP has been improved to provide a more user-friendly experience to navigate via almost any internet-connected device - computer, tablet, or phone.

The information below is for use on August 13 or after. The system is not open just yet.

Existing Users
Existing users **will receive a separate email that is generated via the Sapphire Community Portal** that includes their current PIN and username **before the portal opens on August 13, 2021.**

After logging on initially this school year, a parent/guardian with an existing account will no longer need a PIN to log on to the system.

Existing accounts can be upgraded in three easy steps:
● Parents and students will log in to the new SCP at the same URL and with the same Username and Password they currently use.
● Parents and students will be prompted to enter their PIN* one final time to continue. *Username and PINs will be issued from Sapphire to your email address on file shortly prior to August 13, 2021, when the portal opens for the 2021-2022 school year.*
● Parents will be prompted to change their password and may be prompted to change their username. Students will continue to use the same password and username. All users must click or tap **COMPLETE** to continue. The **UPGRADE COMPLETE** screen will display and users will be redirected to the new SCP home screen.

New Users & New Student Accounts
New users and families with kindergartners simply need to click on this link to begin the application process to create portal accounts for their children. **Users signing up for accounts on or after August 13 will not receive PINs for their accounts**. Only users with existing accounts will receive pins. *If you applied for an account before August 13, 2021, please note you will receive a PIN. Follow the above steps for existing users.*

Resources
Before emailing the help desk at **communityportal@pinerichland.org**, families can access the following resources:

- **FAQs**
- **Guidebook**
- **How-to-Guide**

Sapphire Community Portal