

Creating a New Portal Account User Guide

Where to Go

- Go to <https://casdonline-sapphire.k12system.com/CommunityWebPortal>
- Alternatively
 - Go to www.casdonline.org
 - Go to Quick Links
 - Click Sapphire Community Portal

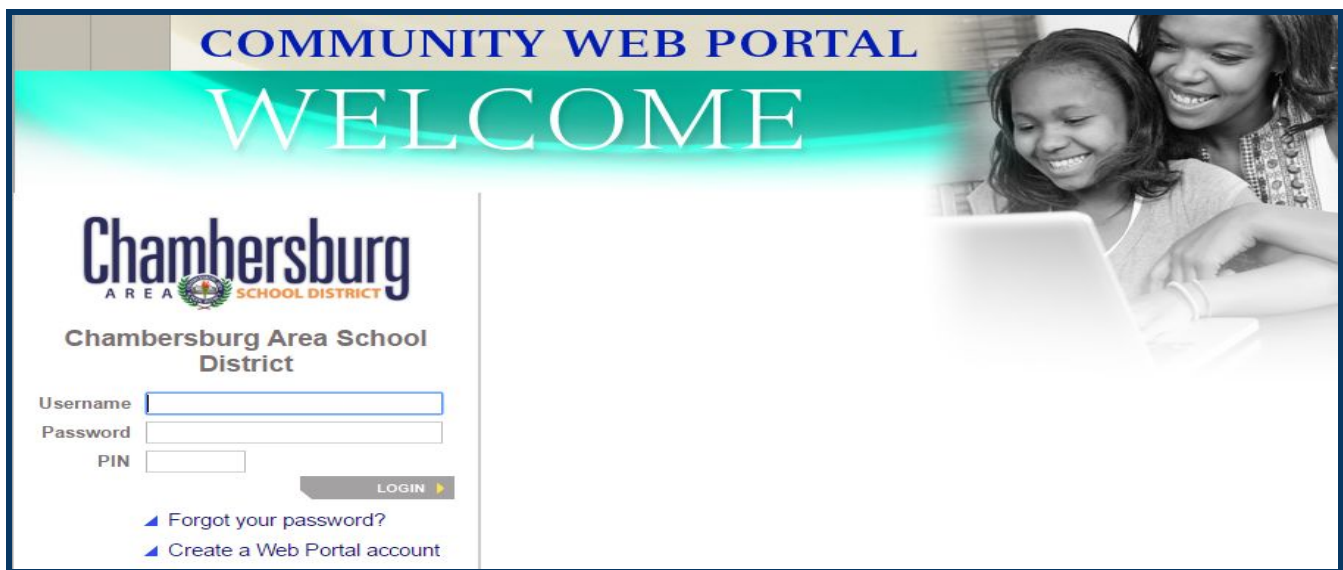
What You Will Need

Your Information

- Name
- Address
- Phone
- Email

Student Information

- Name
- Date of Birth
- Grade Level
- Building Enrolled



Creating a New Account

- Under the username area, click 'Create a Web Portal account'
 - A page asking for a Keyword will display

- Enter CASD (not case-sensitive) as the Keyword and click Continue
 - The next page will be the CASD Portal User Agreement

- Read the Agreement, scroll to the bottom, click Yes to agree to the terms and click Continue

PIN

[▲ Forgot your password?](#)
[▲ Create a Web Portal account](#)

KEYWORD:

I have read and agree to the above policies.

Yes
 No

Filling Out the Application

- Applicant
 - Parents should fill in their information here
 - Information should match what the building has on file, including email address
- Children Information
 - Complete all fields
 - All fields are required
- Login Information
 - Choose your own username and password
 - You can create your own security question or select one of the samples
 - You will need these items if you forget your password
- Click **Save Form and Continue** once your information has been filled in completely

Family Information

Applicant

(first) (last) (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

Child#	First Name*	Last Name*	Date of Birth* <small>mm/dd/yyyy</small>	Grade*	School*
Child 1	<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="01/01/2000"/>	<input type="text" value="10"/>	<input type="text" value="Chambersburg Area Senio"/>
Child 2	<input type="text" value="Jane"/>	<input type="text" value="Doe"/>	<input type="text" value="10/01/2000"/>	<input type="text" value="09"/>	<input type="text" value="Chambersburg Area Senio"/>
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

Final Steps

- Print
 - On the screen that comes up after saving, click the **Click here to PRINT FORM if you wish to retain a copy for your records**
- When your application has been processed and approved, you will get an email containing your personal PIN that will gain you access to the portal.
- Once you receive your PIN please login using your username, password and PIN on the main screen

[Click here to PRINT FORM](#)

Thank you for completing the registration form.

An email will be sent to you shortly, containing your Personal Identification Number(PIN). Use the new (PIN) number to log in to the Sapphire Community Web Portal. If you do not receive the email, please check your spam folder. The email will come from notice@k12system.com.

NOTE: It may take up to 3 days (longer during holidays or closures) to receive your PIN.

Support

If you have questions or need support, please email portal@casdonline.org

FAQs

I received an email saying my application was denied, what do I do now?
If your application was denied, it was because the information you submitted doesn't match our records. If you would like to know what exactly didn't match, please email our support. To update your information, please go to your child's school to get the information updated. Once updated, you can apply for an account again and it will be approved.

Should students apply for an account?
Student accounts will be generated upon enrollment. There is no need for students to apply for a Portal account.