

Creating a New Portal Account User Guide

Where to Go

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

What You Will Need

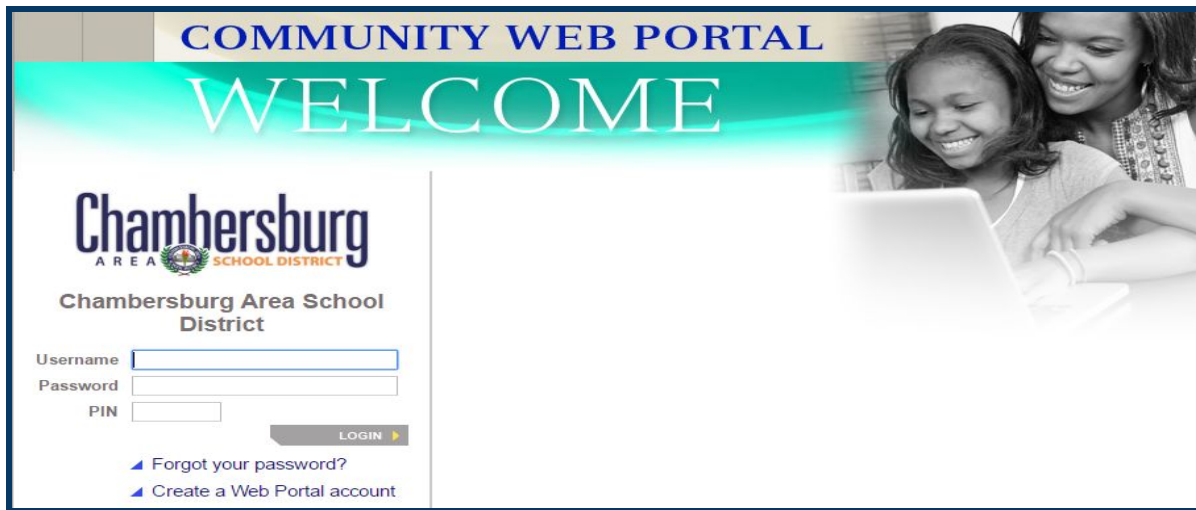
Your Information

- Name
- Address
- Phone
- Email address

Student Information

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

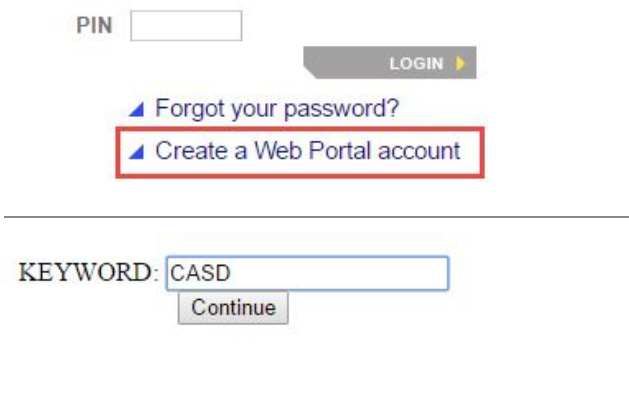
Don't have an email address? Create your Google Account at <https://accounts.google.com/SignUp?hl=en>



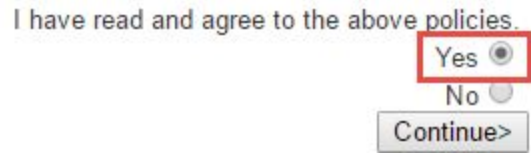
Creating a New Account

- 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



Filling Out the Application

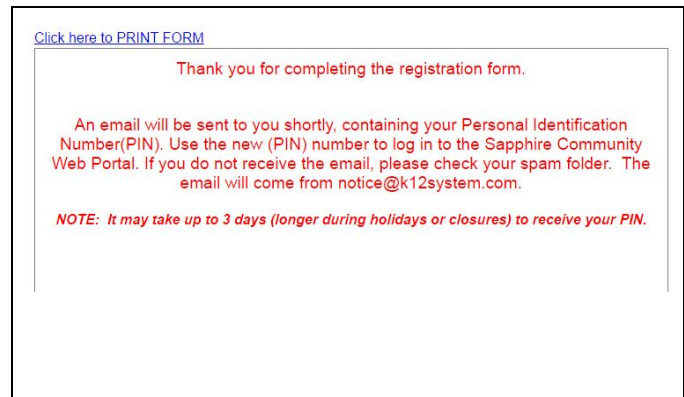
- Applicant
 - Parents should fill in their information here
 - Information should match what the building has on file, including email address
- Children Information
 - Complete all fields
 - All fields are required
- Login Information
 - Choose your own username and password
 - You can create your 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

Applicant		Family Information				
Name:*	Joe (first) Doe (last)	Relation: Parent (Parent, Guardian, Custodian, Foster Parent)				
Address 1:*	1234 Main St					
Address 2:						
City:*	Chambersburg	State:*	Pennsylvania			
Zip Code:*	17201					
Home Phone:*	7175551234	Work Phone:	Cell Phone:			
E-Mail:*	jdoe@company.com					
Children Information						
	First Name*	Last Name*	Date of Birth* <small>mm/dd/yyyy</small>	Grade	School*	
Child 1	John	Doe	01/01/2000	10	Chambersburg Area Senio	
Child 2	Jane	Doe	10/01/2000	09	Chambersburg Area Senio	
Child 3						
Child 4						
Child 5						
Child 6						
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



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.

