




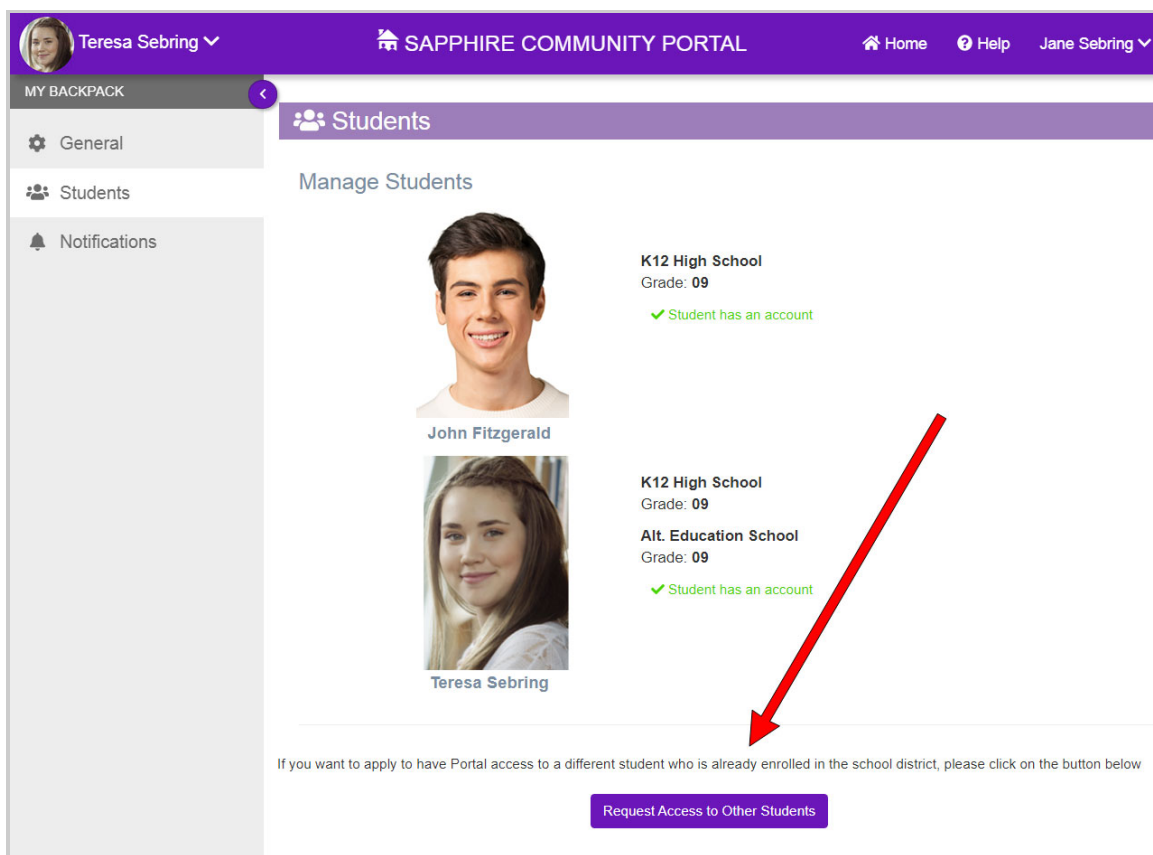
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## Manage and Request Access to Students




You can request access to additional students in your family who are already enrolled in the school district on the [Account Settings Students](#) screen. This allows you to view multiple students from one account. It is subject to the approval process of your district.

1. Click Tap **Account Settings**. The **General** screen opens.
2. On the left menu clicktap  **Students** . Tap  and then tap  . The **Students** screen opens.
3. Click Tap **Request Access to Other Students** at the bottom of the screen. The **Request Access to Other Students** screen opens.


### [Students - Screenshot](#)





 Teresa Sebring ▾


 Jane Sebring ▾

MY BACKPACK


 General

 Students

 Notifications

 Students


Manage Students



**John Fitzgerald**

K12 High School  
Grade: 09

✓ Student has an account



**Teresa Sebring**


K12 High School  
Grade: 09


Alt. Education School  
Grade: 09

✓ Student has an account


If you want to apply to have Portal access to a different student who is already enrolled in the school district, please click on the button below

[Request Access to Other Students](#)

**Teresa Sebring** ▾

 **Students**

**Manage Students**



**Teresa Sebring**




**K12 High School**  
Grade: **09**

**Alt. Education School**  
Grade: **09**

✓ Student has an account

If you want to apply to have Portal access to a different student who is already enrolled in the school district, please click on the button below

**Request Access to Other Students**




4. You can only request access to a student if they are registered in this school district. Enter the student's **First Name**, **Last Name**, **Birthday**, and **Grade**.
5. Select the **School** in which they are registered from the drop-down.
6. Click Tap **+Add another student** if you want to add a second student. You can request access to up to four students at one time.


7. Click Tap **Submit Request**. A message returns on screen, confirming that your request is submitted. You'll also receive an automated email confirming your request for access to additional students has been submitted to the Sapphire Community Portal. After your request is approved, you'll receive a second confirmation email.

### [Request Access to Other Students - Screenshot](#)

The screenshot shows the 'Request Access To Other Students' form in the Sapphire Community Portal. The header is purple with the user's name 'Teresa Sebring' and a dropdown arrow. The navigation bar includes 'Home', 'Help', and 'Jane Sebring'. The left sidebar has 'MY BACKPACK' with links to 'General', 'Students', and 'Notifications'. The main content area is titled 'Students' and 'Request Access To Other Students'. It includes instructions: 'Enter the name, birth date, grade and school below for the students you want to access. A request will be sent to the school district for approval.' Below this is a section for '#1 Student' with fields for 'First Name', 'Last Name', 'Birthday' (with a date picker), 'Grade' (with a dropdown showing '0'), and 'School' (with a dropdown). A blue button '+ Add another student' is below the fields. At the bottom are 'Cancel' and 'Submit Request' buttons.

This screenshot shows the same 'Request Access To Other Students' form from a slightly different perspective. The header and navigation bar are consistent. The left sidebar shows the 'Students' link selected. The main content area is titled 'Students' and 'Request Access To Other Students'. It includes instructions: 'Enter the name, birth date, grade and school below for the students you want to access. A request will be sent to the school district for approval.' Below this is a section for '#1 Student' with fields for 'First Name', 'Last Name', 'Birthday' (with a date picker), 'Grade' (with a dropdown showing '0'), and 'School' (with a dropdown). A blue button '+ Add another student' is below the fields. At the bottom are 'Cancel' and 'Submit Request' buttons.

**Teresa Sebring** ▾

 **Students**

## Request Access To Other Students


Enter the name, birth date, grade and school below for the students you want to access. A request will be sent to the school district for approval.

### #1 Student

**First Name:**

**Last Name:**

**Birthday:**

Select Date 

**Grade:**

**School:**

▾

+ Add another student

Cancel

Submit Request

