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](https://selfsupport.k12system.com/htmlcontent/2965/36/CWP%20HT...1 of 5 8/23/2022, 8:41 PM)
Manage and Request Access to Students

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.

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**Request Access to Other Students - Screenshot**

![Request Access to Other Students - Screenshot](https://selfsupport.k12system.com/htmlcontent/2965/36/CWP%20HT...4%20of%205%208/23/2022%2C%208:41%20PM)
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 3

Grade: 0

School: 

Submit Request