SAPPHIRE COMMUNITY WEB PORTAL

The Sapphire Community Web Portal (CWP) allows parents to access their child's grades, attendance, bus route information, discipline, teacher comments, report cards, transcripts, graduation progress, and important documents. All documents are stored in an easy-to-access electronic "file cabinet."

Creating a New Parent Account

First time parents (new to the district) will need to create an account. Parents with existing accounts for other students enrolled in the district need to add their incoming Kindergartener under the **CWP preferences**.

1. To create an account, navigate to the following link: https://casdonline-sapphire.k12system.com/CommunityWebPortal/Welcome.cfm
2. Click **Apply for a Sapphire Community Portal account.**
3. Under Keyword, type **casd**.
4. **Read** and **agree** to the policy page.
5. Fill your information into the application form. If you are unsure of the school, select the **nearest school** to your **home address**.
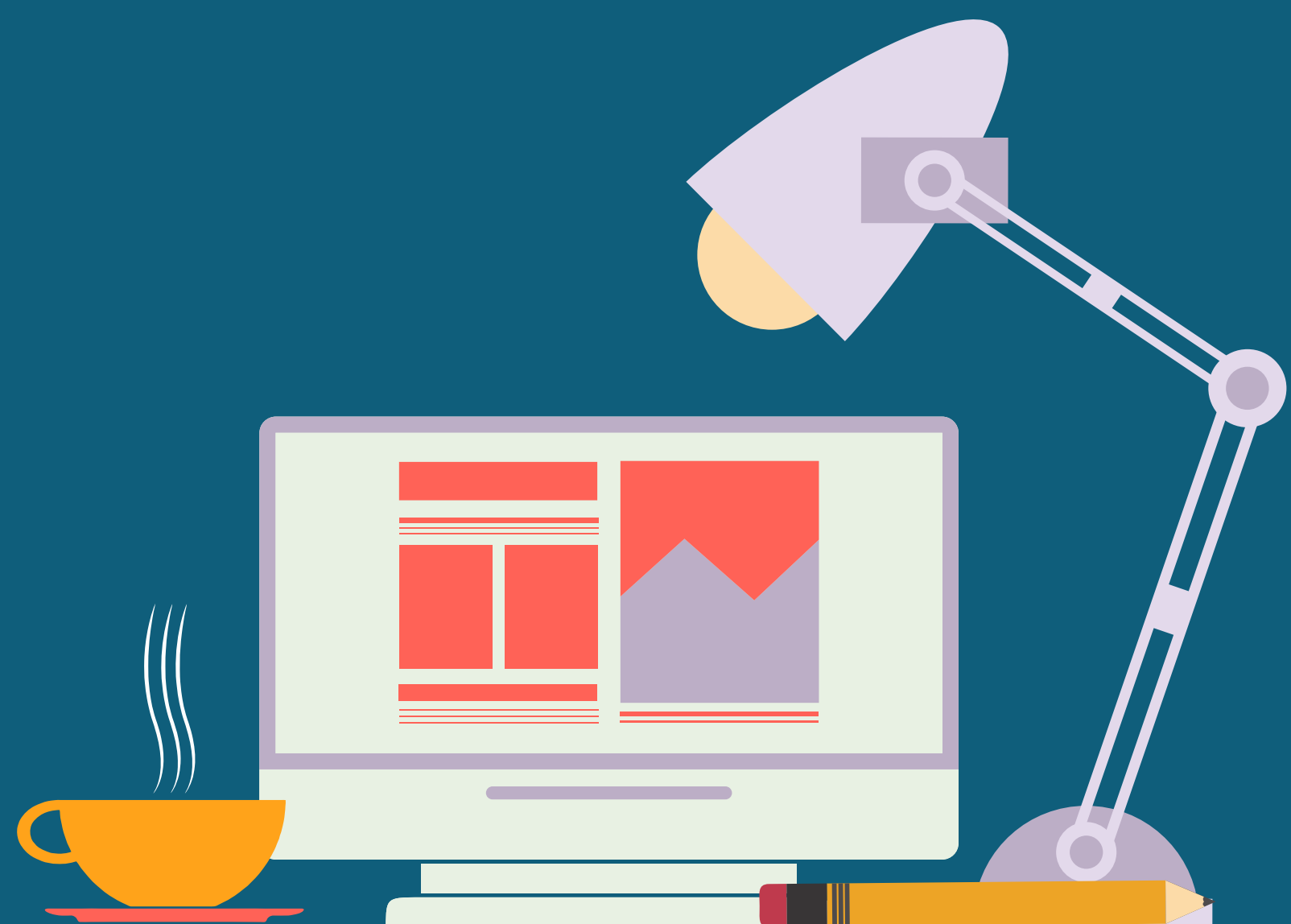6. Complete the form and click **Save Form and Continue**.
7. If you choose, you can print a copy of your application.
8. Check your email for a receipt and further instructions.

A Few Notes

- Your account will require review and some manual processing time by our staff. You will receive an email for logging into the Sapphire Web Portal.
- Retain your username and password to log into the Sapphire Web Portal.
- This is a different Sapphire account from the one you created for online registration.
- Internet Explorer is not supported as a browser to view the portal.

FOR ANY ISSUES WITH YOUR ACCOUNT OR IF YOU NEED HELP, EMAIL PORTAL@CASDONLINE.ORG.