

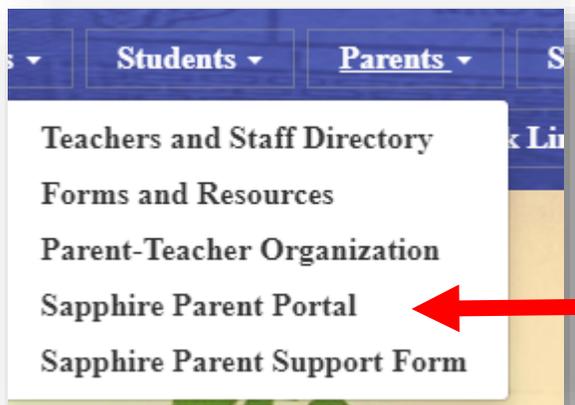
Sapphire Parent Portal

Updating Emergency Contact Information

Parent/guardian: *In place of the paper emergency contact update forms, we are requesting parents/guardians fill out the electronic emergency card through the Sapphire parent portal, if able to do so. Once complete, an electronic notification is sent to the main office to be reviewed, approved and automatically changed in our system.*

To edit the emergency card through Sapphire Parent Portal:

1. Go to our district website www.pomounties.org
2. Under the menu **Parents** click on **Sapphire Parent Portal**



3. On the next page, scroll to the bottom to the **Sapphire Parent Portal** link. Click on this to go to the log in page.



4. Log into your account.

If you have not created an account yet, click on the “Create a Web Portal account” link, and then use the code word **mounties** to move to the application. Once you submit, your application will be reviewed and approved within 1-3 school days. Once your account has been approved and you have received your new PIN number, you can move on to step 5.

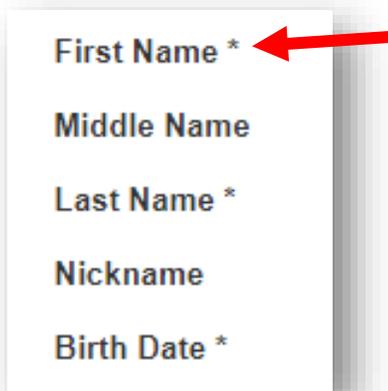
- Once logged in, click on the Student Name of the student you need to complete the form for. **If you have more than one student, you will need to do the following steps for each student.**
- Once you have clicked on the student name, you will see “Forms Awaiting Completion” and a link for “**Emergency Card Form**”. Click on the form to open it up.



Forms Awaiting Completion	
Form	Open Until
Emergency Card Form	10/31/20 11:59PM

- There are 4 pages to the form. The form is pre-populated with the information in Sapphire, for your student. Please review all fields and update any information that has changed.

*Fields indicated with an * are required.*



First Name *
Middle Name
Last Name *
Nickname
Birth Date *

- At the top and bottom of each page you will see “**Save Progress**”. Click this to save your progress at any time and come back to it later.

Save Progress Page 1 of 4

9. **Contacts:** On page 2, you will find every contact associated to your student. Please review these and make changes where necessary.

You can only edit the contact's information, you cannot delete or add new contacts. If you need to add a contact or remove one, please call our Enrollment Secretary, Amanda Wallace, at 814-342-1050 ext 3201.

- a. **OneCall-Emergency Contact.** The last contact listed will be called OneCall-*Student Name*. This contact is where you will list the numbers you would like called for absences, closures, delays, early dismissals, etc. You need at least 2 numbers, but can have up to 5. You can also list one email to be contacted by. **This contact must be updated even if you change the primary contact numbers.**

OneCall - Jane Smith

Title

Middle Name

Contact Lives With Student

Release Status

Address

Address 1

Address 2

City

State

Zip Code -

Township

County

Phone Numbers

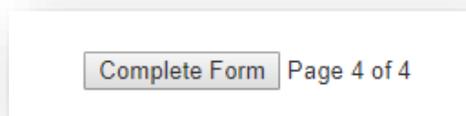
	Number	Ext.	Type	Unlisted	Receives Voice Calls	Receives Text Messages	Emergency Call Order
Phone 1	<input type="text" value="1234567890"/>	<input type="text"/>	<input type="text" value="Home telephone No"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Phone 2	<input type="text" value="8884445555"/>	<input type="text"/>	<input type="text" value="Cell Phone"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Phone 3	<input type="text" value="1112223333"/>	<input type="text"/>	<input type="text" value="Work Phone Number"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Phone 4	<input type="text"/>	<input type="text"/>	<input type="text" value="Work Phone Number"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>
Phone 5	<input type="text"/>	<input type="text"/>	<input type="text" value="Work Phone Number"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>

Email Addresses

Email 1

Email 2

10. Once you are done with the form, on the last page you will see a Complete Form button. Click this to submit the form to the main office for approval.



If you have any further questions or concerns, please submit a parent portal help form by going to our district website, then under the Parents menu, click on Sapphire Parent Support Form. Someone from the iTech department will then get back to you within 1-3 school days.