

# Sapphire Registration Portal

## *Creating a New Registration Account*

*The following are instructions on how to create an account within our Sapphire Registration Portal. This account is different than the account you will create to access the community web portal for grades/attendance/discipline etc.*

1. Go to our district website [www.pomounties.org](http://www.pomounties.org)
2. Under the menu **Parents** click on **Kindergarten Registration**



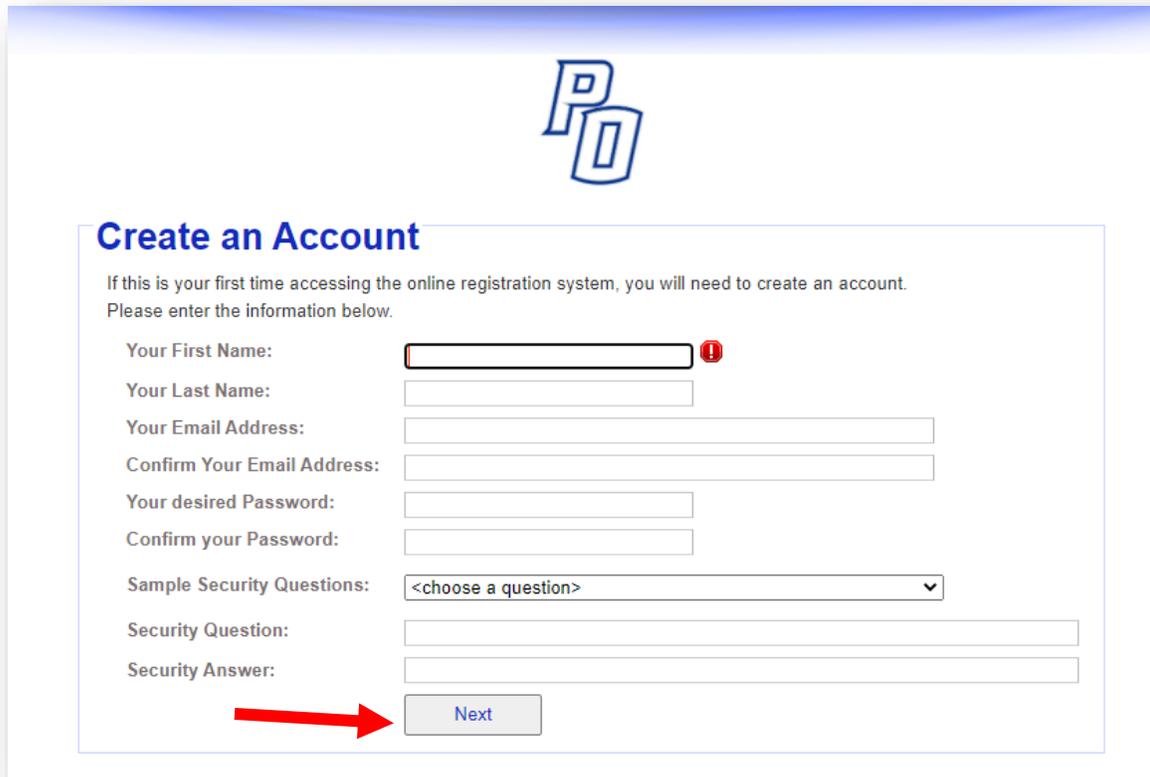
3. On the next page, click on the link for **Kindergarten Registration** to go to the log in page.

 [Kindergarten Registration](#)

4. Click on **Create a New Account**. *If you have to enroll several students, you only need one account for this registration portal and can fill out a new form for each of them within the one account.*

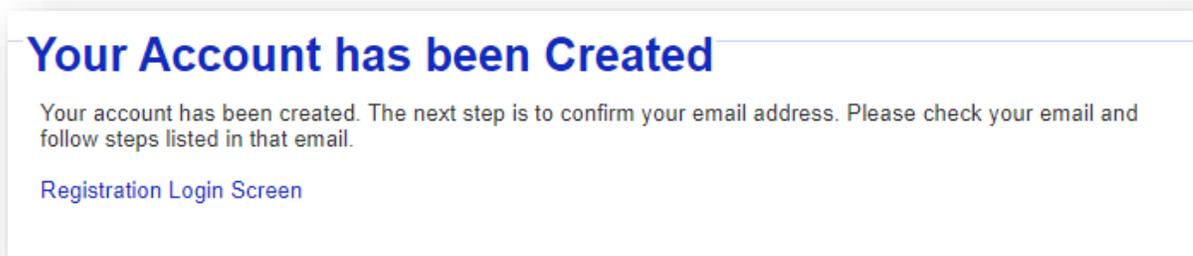
[Create a New Account](#)

5. Complete the form with your information and hit Next.



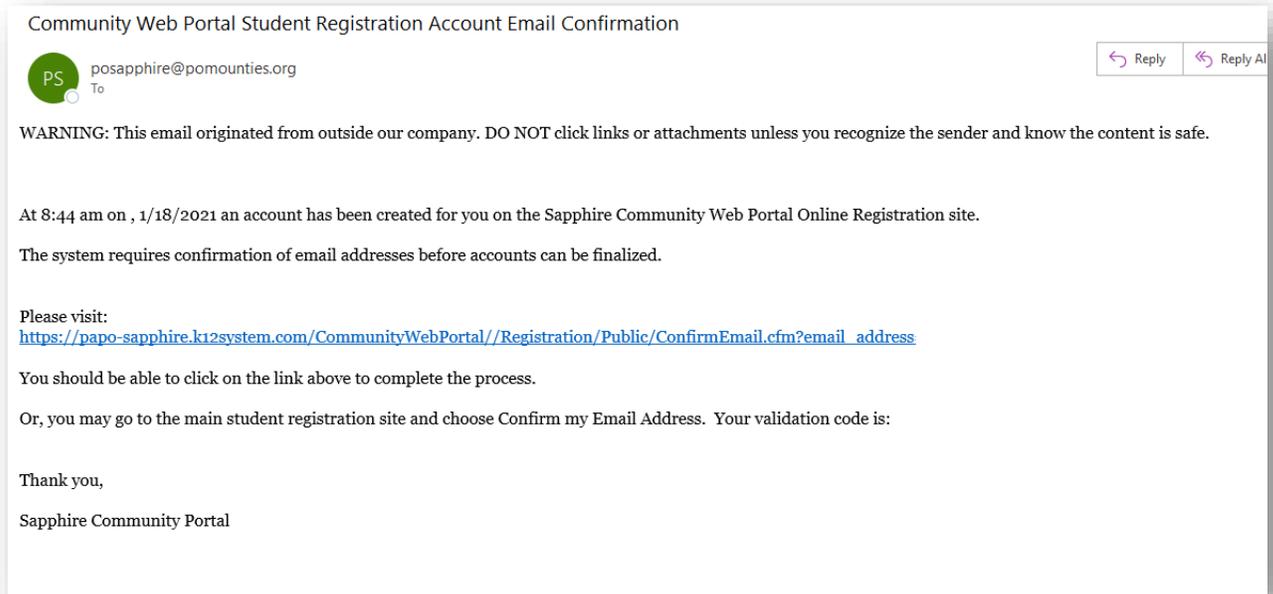
The screenshot shows a registration form titled "Create an Account" with the PO logo at the top. The form contains several input fields: "Your First Name" (with a red error icon), "Your Last Name", "Your Email Address", "Confirm Your Email Address", "Your desired Password", "Confirm your Password", "Sample Security Questions" (a dropdown menu), "Security Question", and "Security Answer". A "Next" button is located at the bottom right, with a red arrow pointing to it.

6. You should see the following message. You will need to go to your email to confirm your email address. If you do not see the email after a few minutes, check your SPAM or Junk folders.



The screenshot shows a confirmation message with the heading "Your Account has been Created". The text below reads: "Your account has been created. The next step is to confirm your email address. Please check your email and follow steps listed in that email." At the bottom, there is a link labeled "Registration Login Screen".

7. You should receive an email that appears as the following:



8. Click the link in the email to verify your address.

9. You will need to enter your password you set up on your form, to validate

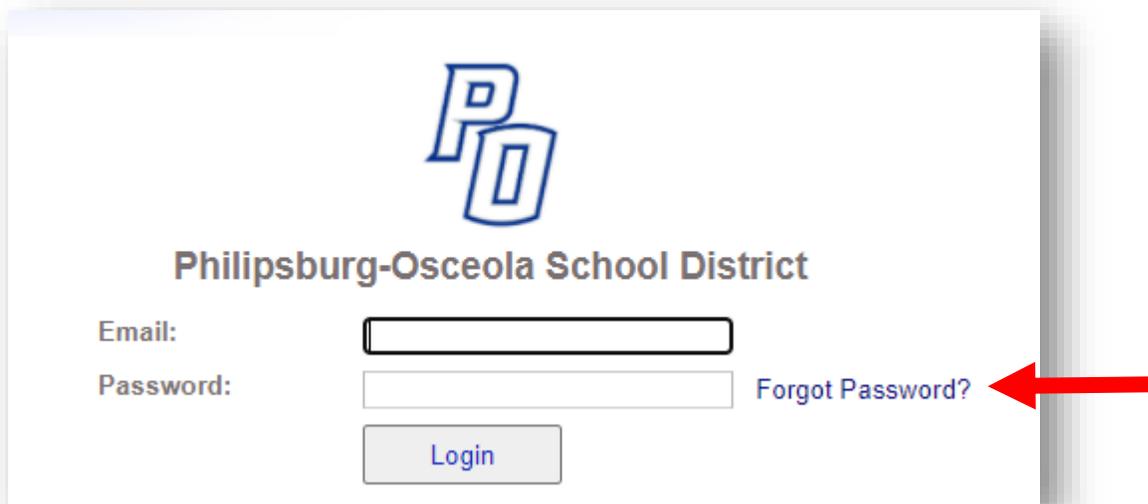
The image shows a web form titled "Confirm Email" in blue text. Below the title, there is explanatory text: "After you create your account, an email is sent which contains your validation code. You must enter that code here to verify your email address." and "If you have not created an account yet, please [create an account](#) first. Please enter the information below." The form contains three input fields: "Your Email Address:", "Your Password:", and "Your Validation Code:". Each field is followed by a text input box. Below the "Your Password:" field, there is a "Next" button.

10. Click the link on the next page to return to the log in screen

11. On the log in screen, enter your email and the password you created on your form and hit Log In.

## Forgot your password?

Once you set up your account, if at any time you have forgotten your password to log in, you can go to the log in page and click **Forgot Password?**



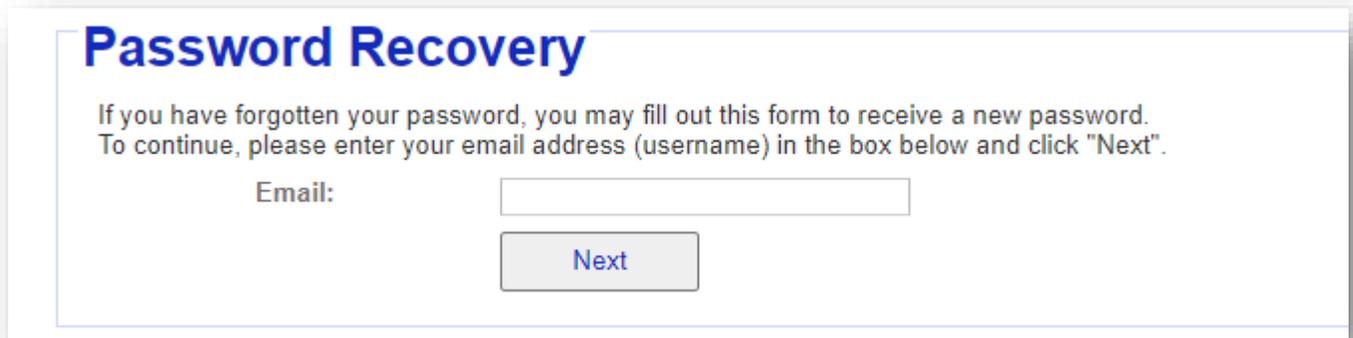
Philipsburg-Osceola School District

Email:

Password:  [Forgot Password?](#)

Login

You will need to enter your email



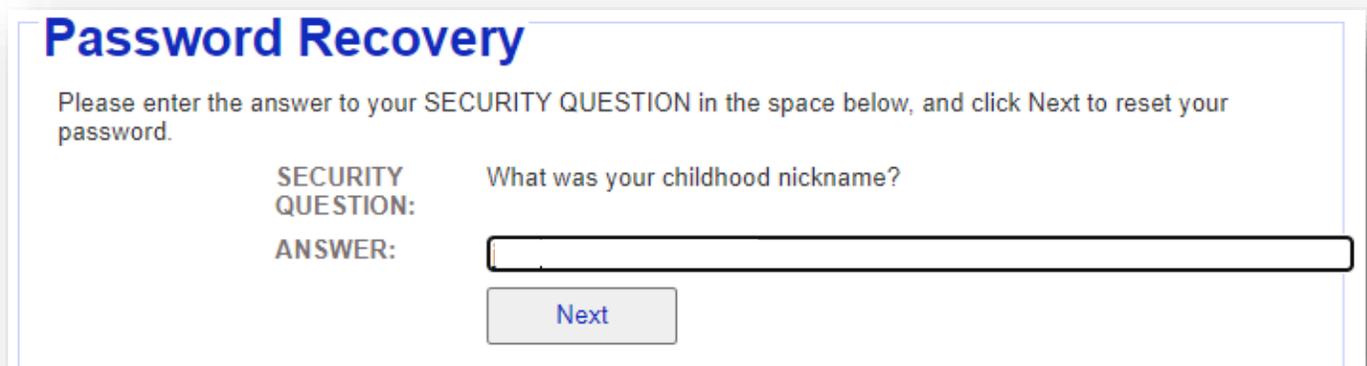
### Password Recovery

If you have forgotten your password, you may fill out this form to receive a new password. To continue, please enter your email address (username) in the box below and click "Next".

Email:

Next

You will then have to answer the Password Recovery question you set up on your initial form for an account



### Password Recovery

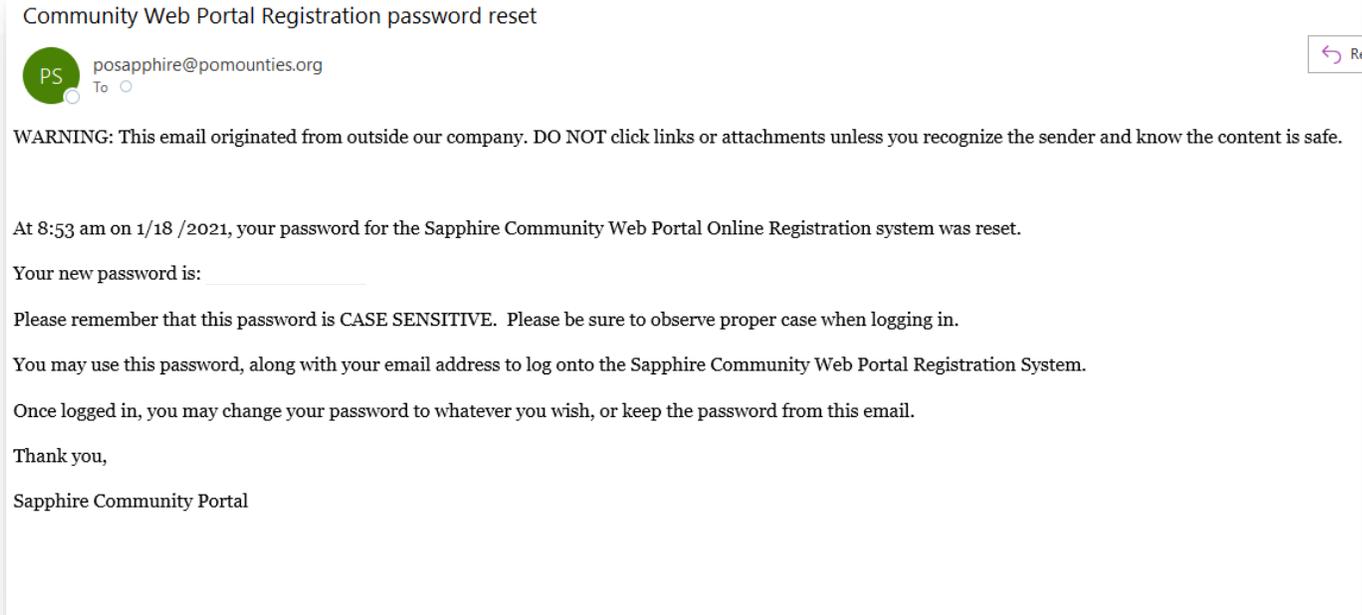
Please enter the answer to your SECURITY QUESTION in the space below, and click Next to reset your password.

SECURITY QUESTION: What was your childhood nickname?

ANSWER:

Next

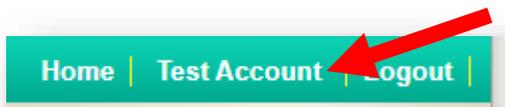
An email will be sent to you with a randomly generated password. If you do not see the email after a few minutes, check your JUNK or SPAM folder.



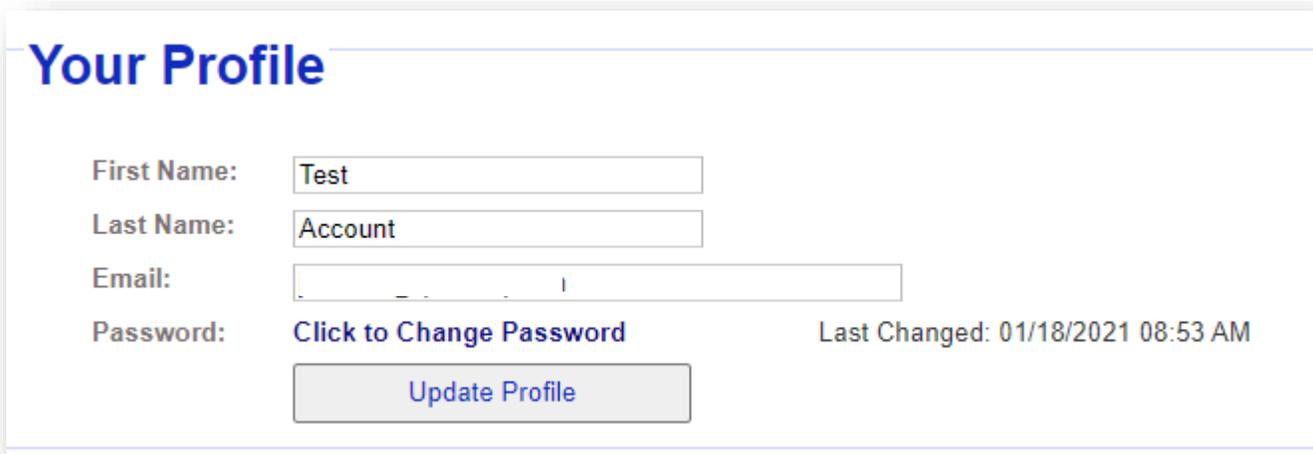
Copy the password they have listed in the email, and go back to the log in screen.

Enter your email and the new password they set up for you and click Log in.

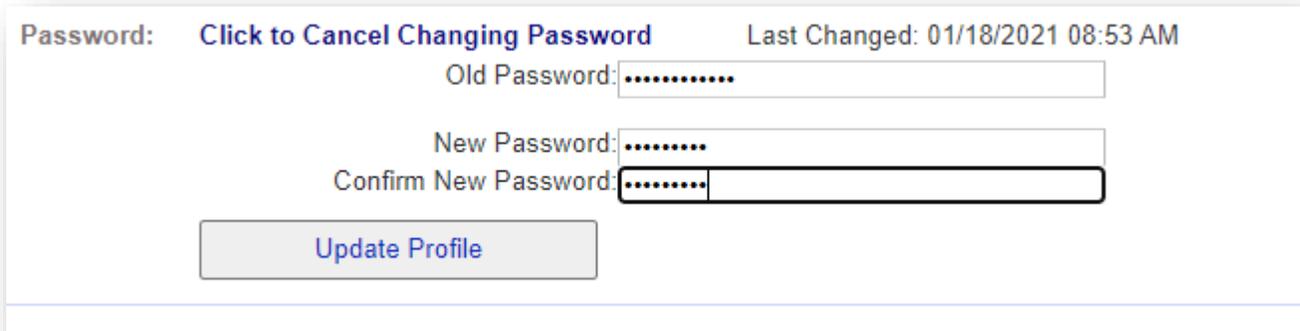
Once logged in, you can go to the top right corner of the screen, and click on your name to bring up your account settings



On the next page you can change your name, email, and **Click to Change Password**



You will need to enter the old password that they sent you in the email and then set a new password:



The screenshot shows a web form for changing a password. At the top left, it says "Password: Click to Cancel Changing Password". To the right, it displays "Last Changed: 01/18/2021 08:53 AM". Below this, there are three input fields: "Old Password:" followed by a text box containing seven dots; "New Password:" followed by a text box containing seven dots; and "Confirm New Password:" followed by a text box containing seven dots. At the bottom of the form is a button labeled "Update Profile".

Then hit Update Profile to save the new password.

**For instructions on how to start a new registration form, please see the instructions on our website under Parents—Kindergarten Registration.**

*If you have any trouble setting up your account, 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.*