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
2. Under the menu **Parents** click on **Kindergarten Registration**

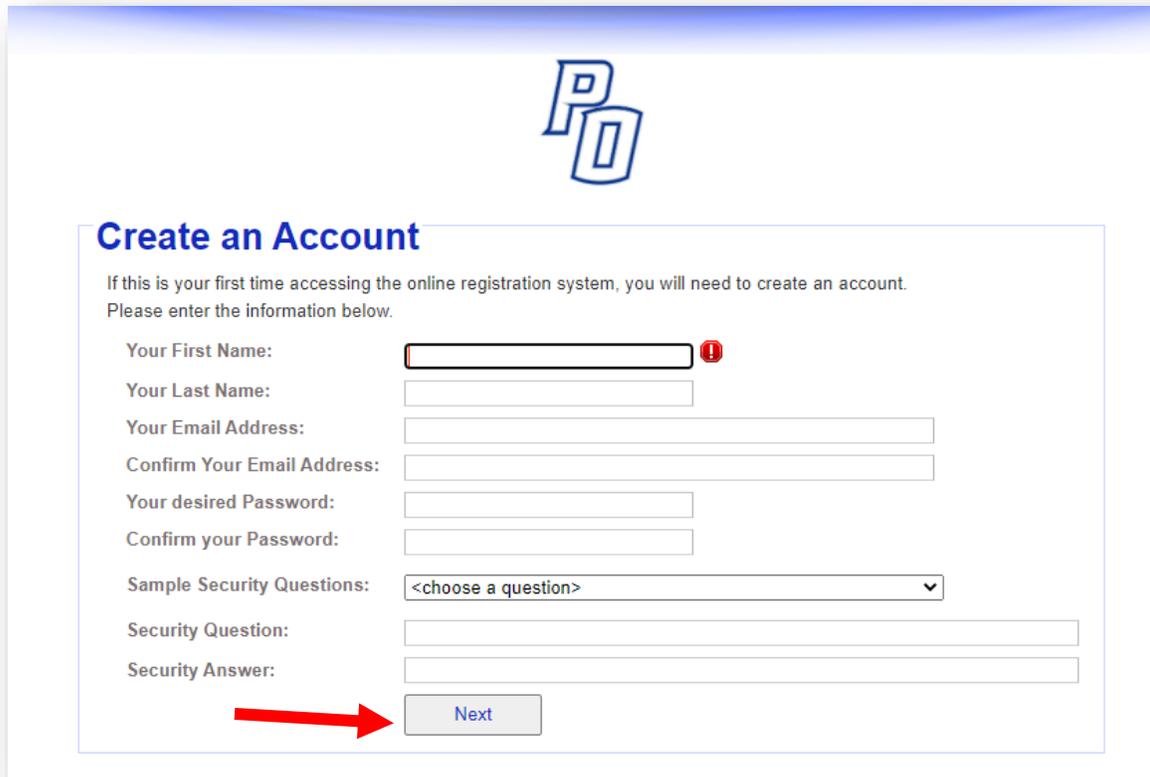3. On the next page, click on the link for **Kindergarten Registration** to go to the log in page.

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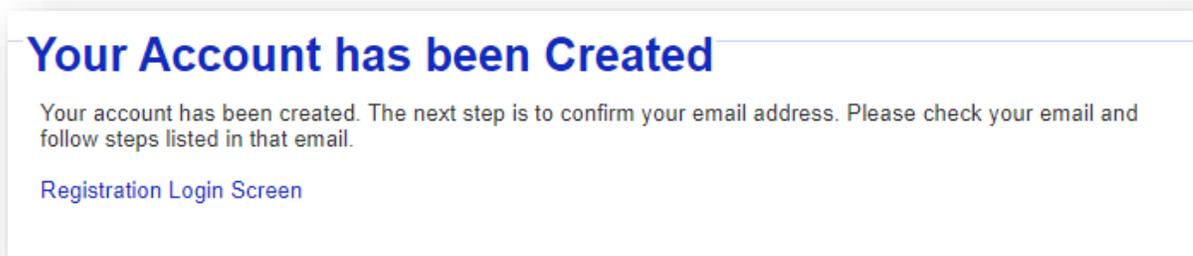
5. Complete the form with your information and hit Next.

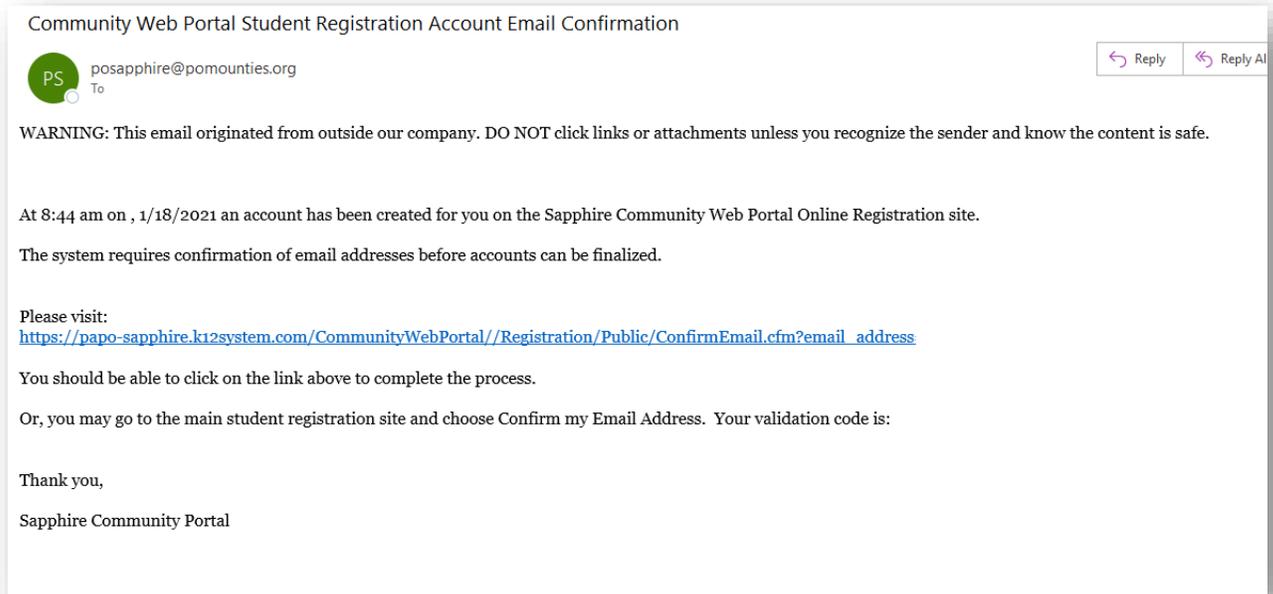6. You should see the following message. You will need to go to your email to confirm your email address. If you do not see the email after a few minutes, check your SPAM or Junk folders.

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

8. Click the link in the email to verify your address.
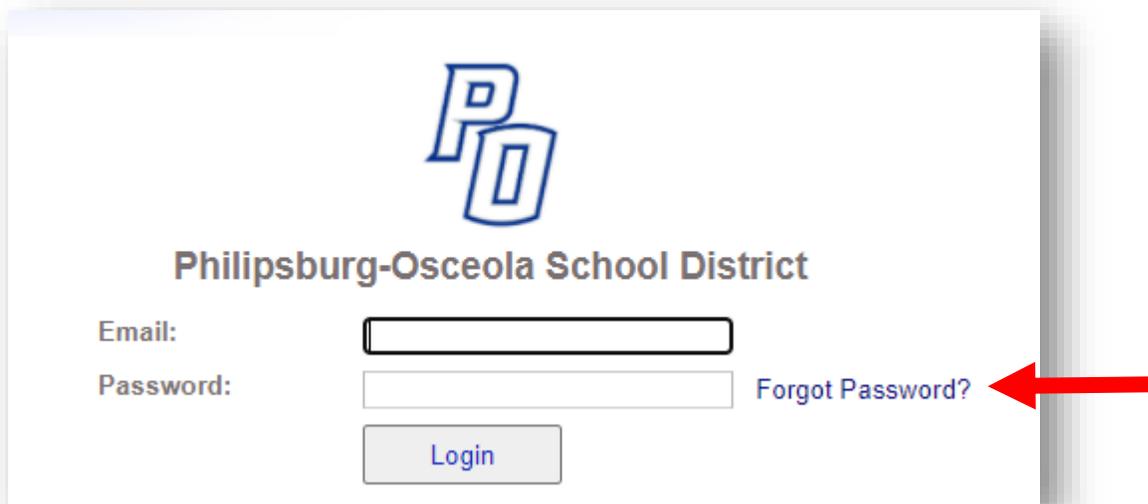9. You will need to enter your password you set up on your form, to validate

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?**
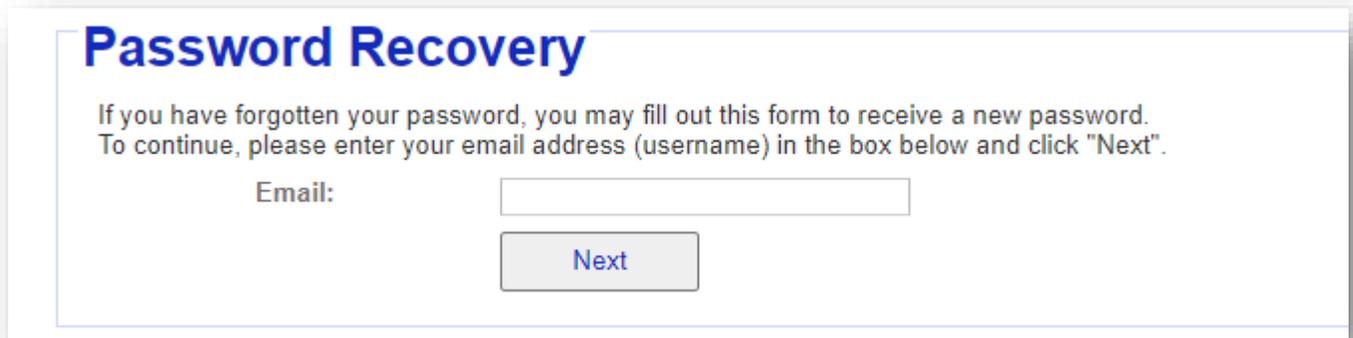

You will need to enter your email

You will then have to answer the Password Recovery question you set up on your initial form for an account
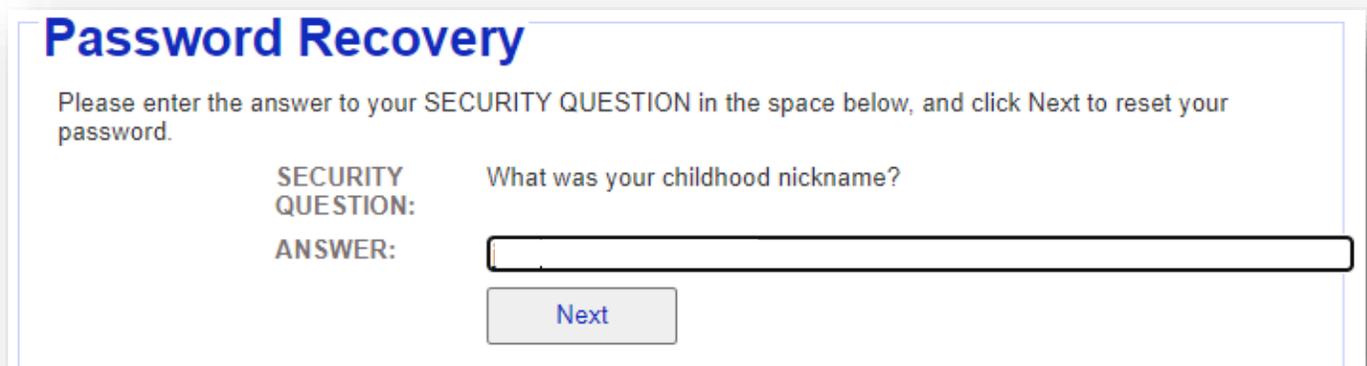
An email will be sent to you with a randomly generated password. If you do not see the email after a few minutes, check your JUNK or SPAM folder.

Community Web Portal Registration password reset

PS posapphire@pomounties.org
To ○

WARNING: This email originated from outside our company. DO NOT click links or attachments unless you recognize the sender and know the content is safe.

At 8:53 am on 1/18 /2021, your password for the Sapphire Community Web Portal Online Registration system was reset.
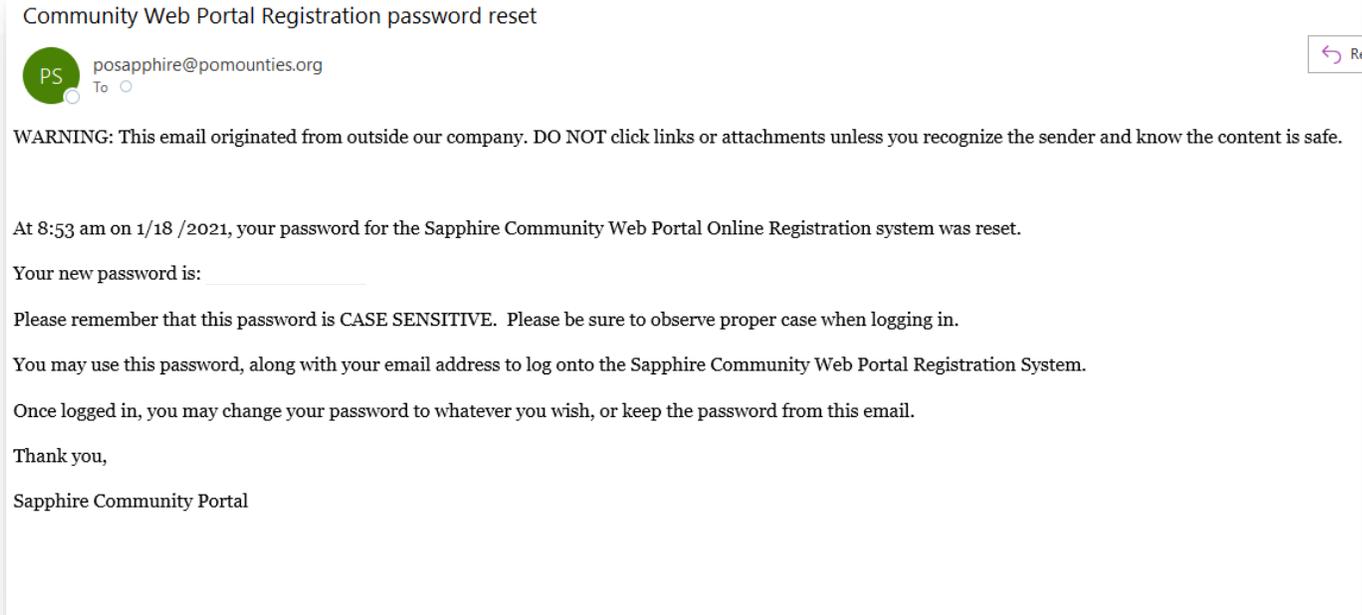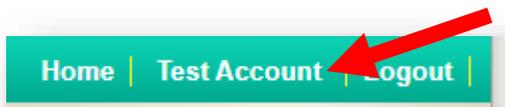
Your new password is: _____

Please remember that this password is CASE SENSITIVE. Please be sure to observe proper case when logging in.

You may use this password, along with your email address to log onto the Sapphire Community Web Portal Registration System.

Once logged in, you may change your password to whatever you wish, or keep the password from this email.
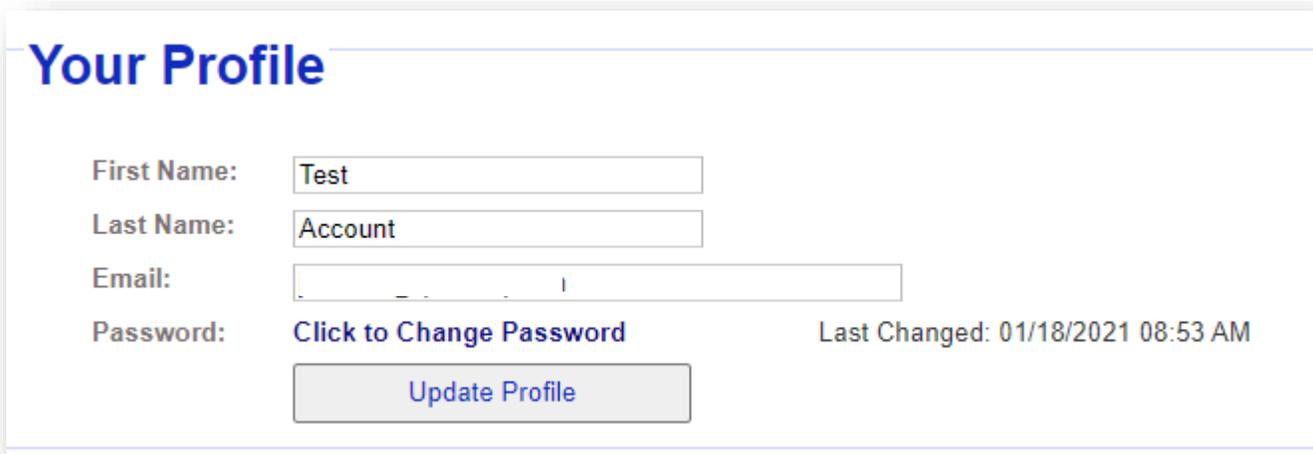
Thank you,

Sapphire Community Portal

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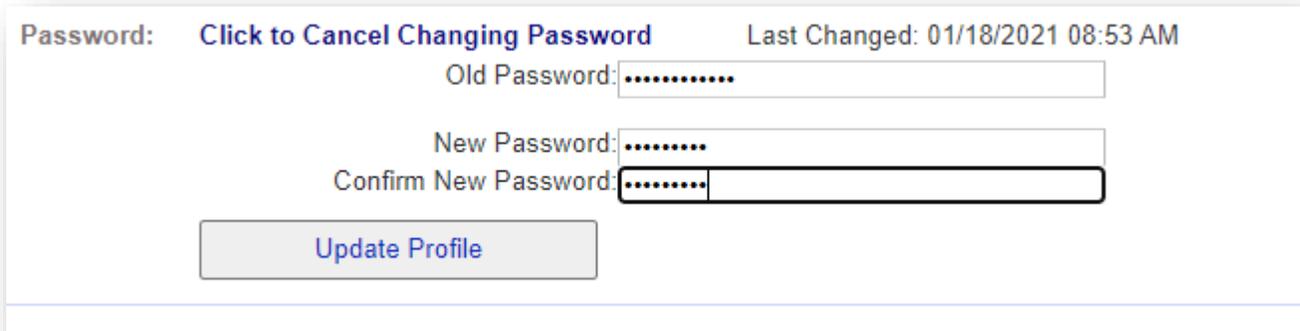
Once logged in, you can go to the top right corner of the screen, and click on your name to bring up your account settings

Home | Test Account | Logout |

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

Your Profile

First Name: Test

Last Name: Account

Email: [_____]

Password: **Click to Change Password**   Last Changed: 01/18/2021 08:53 AM

Update Profile

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

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.