

SAPPHIRE PARENT PORTAL INSTRUCTIONS

A Sapphire Parent Portal account allows parents to update emergency contact info, access their children's reports cards and attendance records in addition to other important information.

**The Sapphire account you created for student registration is only used for registration. You must create a new Sapphire Parent Portal Account for access to your child's records.*

Please follow these instructions to set-up your Sapphire Parent Portal:

- 1) Visit <http://go.mtwp.net/portal>
- 2) Click on "Create a Web Portal Account"
- 3) Enter keyword: **sapphire**
- 4) Review and confirm Terms of Use Contract
- 5) Complete application, save form and continue (remember your username and password!). **Please note that some email providers, particularly Yahoo and Hotmail, do not reliably deliver email from Sapphire. An email account from Google or your internet service provider is recommended.*
- 6) Save your completed application as a PDF and email to willfa@mtwp.net

Once your application is processed on our end, you will receive an email with your PIN which will enable you to log into your Sapphire Parent Portal.

Please email Faye Will at willfa@mtwp.net if you're having any of the following issues:

- If you do not remember your username and password, she can provide your username and PIN which will enable you to reset your password.
- If you are missing a child under your parent portal account, she can update your account to include the missing child.