

Upper Dauphin Area School District



5668 State Route 209 Lykens, PA 17048
Phone: 717-362-8134 | Fax: 717-362-3050

Jared W. Shade
Superintendent
717-362-8134
shadej@udasd.org

Mary Bateman
Business Manager
717-362-6547
batemanm@udasd.org

Brent Bell
Director, Operations and
Administrative Services
717-362-6694
bellb@udasd.org

Heather Haupt
Director, Special
Education and Student
Services
717-362-6573
haupt@udasd.org

Jessica Megonnell
Elementary School
Principal
717-362-4511
megonnellj@udasd.org

Abbey Walshaw-Wertz
Middle School Principal
717-362-8177
walshawwertza@udasd.org

Robert Miller
High School Principal
717-362-8181
millerr@udasd.org

Dear Parents/Guardians:

Exciting changes are coming to the Sapphire Community Portal (SCP) formerly known as the Community Web Portal! The redesigned SCP will have updated logos, colors, and illustrations and is built to be used on almost any internet-connected device - computer, tablet, or phone. It is easier to navigate and upload documents.

In addition, users will no longer need a PIN to log on. User accounts will be automatically converted to a PIN-less account. This new SCP will be released this summer.

If you have any questions about the SCP, please contact Lauren Stoner, stonerl@udasd.org or 717-362-6556.

The New Sapphire Community Portal

Accounts will be automatically upgraded in three easy steps.

1. Parents and students will log into the new SCP at the same URL and with the same **username** and **password** they always use.



Upper Dauphin Area School District



5668 State Route 209 Lykens, PA 17048
Phone: 717-362-8134 | Fax: 717-362-3050

Jared W. Shade
Superintendent
717-362-8134
shadej@udasd.org

Mary Bateman
Business Manager
717-362-6547
batemanm@udasd.org

Brent Bell
Director, Operations and
Administrative Services
717-362-6694
bellb@udasd.org

Heather Haupt
Director, Special
Education and Student
Services
717-362-6573
haupt@udasd.org

Jessica Megonnell
Elementary School
Principal
717-362-4511
megonnellj@udasd.org

Abbey Walshaw-Wertz
Middle School Principal
717-362-8177
walshawwertza@udasd.org

Robert Miller
High School Principal
717-362-8181
millerr@udasd.org

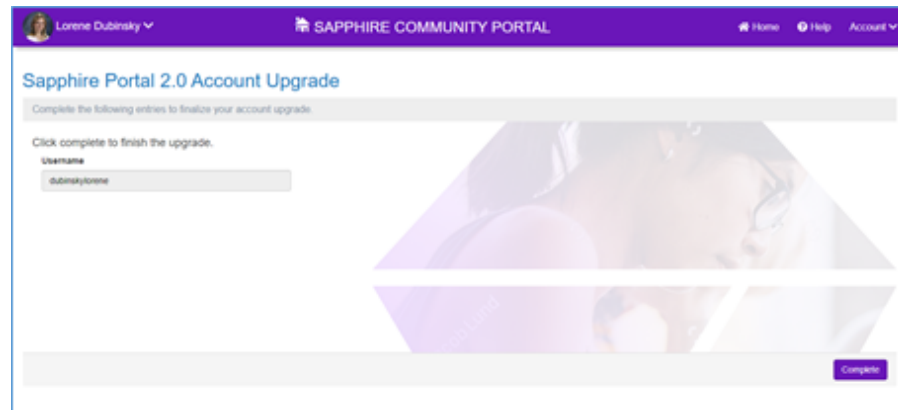
2. All users will be prompted to enter their **PIN** for **one final time** in order to continue.



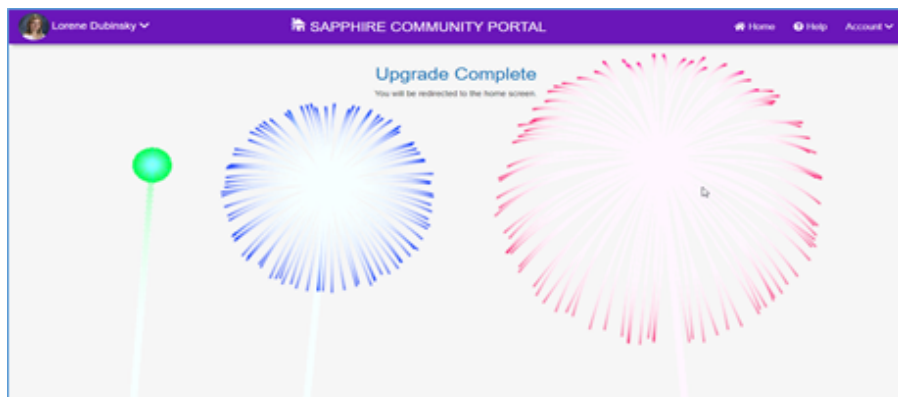
3. **Parents/Guardians** will be prompted to change their **password** and may be prompted to change their **username**.

Students will continue to use the same **password** and **username**.

All Users must click or tap **complete** in order to continue.



The Upgrade Complete Screen will display and users will be redirected to the new SCP home screen.





Jared W. Shade
Superintendent
717-362-8134
shadej@udasd.org

Mary Bateman
Business Manager
717-362-6547
batemanm@udasd.org

Brent Bell
Director, Operations and
Administrative Services
717-362-6694
bellb@udasd.org

Heather Haupt
Director, Special
Education and Student
Services
717-362-6573
haupt@udasd.org

Jessica Megonnell
Elementary School
Principal
717-362-4511
megonnellj@udasd.org

Abbey Walshaw-Wertz
Middle School Principal
717-362-8177
walshawwertza@udasd.org

Robert Miller
High School Principal
717-362-8181
millerr@udasd.org

FAQs for Parents and Students

How will accounts be converted?

When the new Sapphire Community Portal is released, parents and students will log in once with the same username, password, and PIN they used previously.

- Parents will have the option to change their username, and will be required to change it if there is a conflict with another account. Students will not be able to change their username.
- Parents must change their password. Students will only have to change their password if there is a conflict with another account.

What if one student has multiple accounts?

When a student's account is converted, any other student accounts that exist for the same student are deactivated, leaving only one account attached to that individual student. For example, if a student has two accounts because they applied for a new account when they forgot their password, once one account is converted to a PIN-less account, it will be the only active account for that student.

When will a student be required to change their password?

Student accounts will not be prompted to change their password in most cases. Students will only be prompted to change their password if there is a potential conflict with an existing account.

Why must parents change their passwords but not students?

Many schools use the same student username and password combinations for other utilities. For that reason, Sapphire is not requiring a password change.

Why can parents change their usernames but not students?

Student usernames are created by school administrators and are often used for other utilities in the school system.

Can a parent change their username to an email address?

Yes, they can. The new SCP allows email addresses to be used as account usernames.