



## NORTH EAST SCHOOL DISTRICT

50 EAST DIVISION STREET • NORTH EAST, PENNSYLVANIA 16428  
TELEPHONE (814) 725-8871 • FAX (814) 725-9380

### IMPORTANT NOTICE

November 2018

Dear Parents,

The district has implemented a new student information system. We have been utilizing **Sapphire K-12** since the beginning of this school year. This new software replaces Edline to provide parents/guardians with access to basic school account and grade information on file for your child.

This system also replaces OneCall® for mass phone and text messages to parents. If you have not yet enrolled for portal access, you are encouraged to do so as soon as possible.

Enrollment for the new Sapphire Community Portal is a two-step process:

1. Please visit the school district's website at [www.nesd1.org](http://www.nesd1.org) and click on the Sapphire Portal icon located near the top of the home page on the right. You will be asked to complete a portal application and agree to the Acceptable Use policy. When prompted you will need to enter the district's KEYWORD which is "pickers" (all lower case). The school will receive an automatic notice that you have completed this step. You may then expect to receive an email within one week, providing you with a User Name and PIN to access the new system.
2. Using your new User Name and PIN, please log in to the portal to review the information on file for your student(s) regarding home address, phone numbers and emergency contacts, and update this information if necessary. The district will automatically receive a notice if any information that is updated so that we can respond accordingly.

Please note that if your student has signed up for Sapphire during school, parents may only access this system by submitting the online application and agreeing to the Acceptable Use policy. You are always welcome to contact the school and we will be happy to help. If you do not have internet access, you are welcome to use a district computer to update your student's information. Simply contact your student's school office to make arrangements for this access.

Thank you.