Directions for Creation of Accounts in the Parent Portal:

1. Go to the District webpage: [www.nwlehighsd.org](http://www.nwlehighsd.org)
2. Click on the “Parent Portal” link under Quick Links
3. On the Portal login page, click on the link for “Community Portal Application and Acceptable Use Policy Form”

4. In the keyword box, enter the word “tigers” and press the continue button.

5. This will take you to the Sapphire Community Web Portal User Agreement page.
   - On the bottom of the page, select the type of account, select yes, then press continue to advance to the registration page.
Complete all of the information and security questions, then click **save form and continue**.

Sapphire Community Web Portal Application

Family Information

Applicant

(first) (last)

Name:* 
Address 1:* 
Address 2:
City:* 
Zip Code:* 
Home Phone:* Work Phone: Cell Phone:

Relation:* STUDENT

State:* 

Student Information

* Indicates required fields

Login Information

Username: 
Password: 
Re-enter Password: 

*If you forget your password you will be asked to answer a security question to verify your identity. Please choose a question from the list below, or create one of your own.

Sample Questions:

Question: 
Answer: 

After submitting this form, a pop up window will come up to inform you of your PIN number. Write down this pin number.

Your application gets sent electronically to the School District.

Within a few days, you will receive an email from Sapphire indicating your account has been approved.
- You will then be able to go to the NW Lehigh School District home page, click on the Parent Portal tab, to access the Welcome page to login to your sapphire account.
- You can access the account by entering your username, password and PIN number.