



Community Web Portal: Parents, don't forget to sign up to access your student's grades and assignments on Sapphire! To create your account, log onto our District website (www.millsd.us), click on the Sapphire link in the upper right hand corner. When you are redirected to Sapphire, click the Community Portal option then click on "Don't have an account?"

In the keyword box enter the word "Quakers" and press the continue button. This will take you to the Sapphire Community Web Portal User Agreement page. Please read over the agreement carefully and if you agree to the policies, select "Yes" and click "Continue" at the bottom of the page. Complete the required info on the next page, click "Save form and Continue". Once you submit the form you will get a message thanking you for submitting your form.

You will need to print, sign, and return the form to the school. Your student may drop it off in the high school office. Within a few days of returning the form to the school, you will receive an email from Sapphire that your account has been approved. You will then be able to go to the District home page, click on the Sapphire link to access the Welcome page to login to your Sapphire account by entering your username, password, and PIN number (this is a randomly generated number by Sapphire and cannot be changed).

If you have any questions, please call the district office at 570-458-5538, option 3.

If you do not have internet access at home, please be sure to notify the school building office your child attends so you receive paper copies of progress reports, report cards, etc.