Hempfield School District
Online Registration Instructions

In order to register your child you must first have an email account. Please be sure to write down your account information and password someplace safe, as it will be your key into the wonderful world of student information while your child is here at Hempfield.

Please Note: **These instructions have been developed for parents / guardians registering their students on the Hempfield Campus. For additional help, please contact the district registrar at (717) 459-9009.** *If you are off campus, please see directions at the end of this document.*

Creating an Email Account

1. Click the Gmail bookmark at the top of the browser
2. Pick up one of our account slips located on the table
3. Type in your first and last name
4. Create a username (it might take several tries until you get one that is unique enough to be accepted)
5. Enter a password. Try to avoid common information like your anniversary, child's birthdate, or parts of your social security number. Choose something unique about you.
6. Enter your birthdate and phone number, as these will be security features in the event you forget your information
7. Enter the text from the verification box so the system knows that you're not a robot
8. Agree to the Terms of Service
9. Click Next (You do not need to add a profile or a picture)
10. Write down the email address that appears on step three and your password now, before you forget it. Put it someplace safe.

Registering Online

Now you're ready to begin. Click the greyed (+) sign Next to the Google Accounts tab at the very top of the page to create a new page

1. Click the "Welcome to Hempfield" banner ad and Click "Create Account"
2. Enter the gmail address you just created, and click "Create". A verification for the new account will be sent to your gmail account.
3. Click on the Google Account tab that is still open at the top of the browser. Here you will see the confirmation email from Sapphire Systems. Click the Confirmation link which will take you directly to Hempfield's online registration form
4. When you have completed the online registration process, please return to the student registration office to complete your child's registration.

Creating an Email Account

1. Click the Internet browser and type in "Gmail" in the search box. Once on the site, click the button to set up an email account.
2. Type in your first and last name
3. Create a username (it might take several tries until you get one that is unique enough to be accepted)
4. Enter a password. Try to avoid common information like your anniversary, child's birthdate, or parts of your social security number. Choose something unique about you.
5. Enter your birthdate and phone number, as these will be security features in the event you forget your information
6. Enter the text from the verification box so the system knows that you're not a robot
7. Agree to the Terms of Service
8. Click Next (You do not need to add a profile or a picture)
9. Write down the email address that appears on step three and your password now, before you forget it. Put it someplace safe.

Registering Online

Now you're ready to begin. Go to this web address:
https://sapphire.hempfieldsd.org/CommunityWebPortal/Registration/index.cfm

1. Click the "Welcome to Hempfield" banner ad and Click "Create Account"
2. Enter the gmail address you just created, and click "Create". A verification for the new account will be sent to your gmail account inbox.
3. Click on the email from Sapphire Systems. Click the Confirmation link which will take you directly to Hempfield's online registration form
4. When you have completed the online registration process, please return to the student registration office to complete your child's registration. You will need to bring in the required documents for verification: child's birth certificate, immunizations, proof of residency, and Photo ID.

Community Portal

The Community Portal is an essential communication tool between parents/guardians and the district, parents/guardians have access to immediate information on student performance, receive important district updates, and special newsletters from each child's school.

1. Type in this web address:
   https://portal.hempfieldsd.org/CommunityWebPortal/Welcome.cfm
2. Click the link under "Don't have a Portal Account?"
3. In the Keyword box, type in lower case letters: knights
4. Read the agreement and at the bottom lower right hand of the agreement click the Yes box and click continue
5. Complete the form, print, sign, and send to the address provided.