

Changing your password on the Community Portal

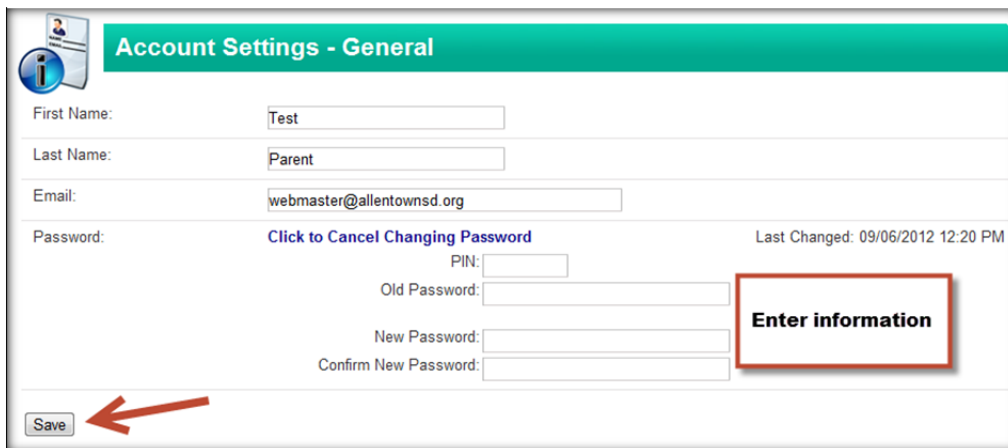
1. Login to the Community Portal with your temporary password at <http://sapphire.allentownsd.org/parentportal>

2. Click on your username in the top right corner



3. Click "Click to Change Password"

4. Enter your information and Save

A screenshot of the 'Account Settings - General' page. The page has a teal header with the title 'Account Settings - General'. Below the header, there are several input fields: 'First Name' (Test), 'Last Name' (Parent), and 'Email' (webmaster@allentownsd.org). The 'Password' section is highlighted with a red box and contains a link 'Click to Cancel Changing Password' and a 'Last Changed' timestamp '09/06/2012 12:20 PM'. Below this, there are four password-related fields: 'PIN', 'Old Password', 'New Password', and 'Confirm New Password'. A red box labeled 'Enter information' is placed over the 'Old Password', 'New Password', and 'Confirm New Password' fields. A red arrow points to the 'Save' button at the bottom left of the form.