

Creating an Account in the Community Portal

1. Go to k12.mtwp.net/parents and click on **Community Portal and Acceptable Use Policy Form**
2. Enter the keyword: Sapphire on the PICK DISTRICT pop-up

KEYWORD:



3. Read the TERMS OF USE CONTRACT, select Student Account, Yes, and press Continue.

Select the type of account you are applying for: Student Account Parent Account

Yes No

4. Enter all the required information in the Application Form. Then press the button: Save Form and Continue at the bottom of the Form. After hitting the button, the form will reload. Click on **Click here to PRINT FORM**. And then print the form as shown on the right, sign the form and bring it to the high school office.

Sapphire Community Web Portal Application

School District: Maricopa County
Current School Year: 2011
Contact Name: TackMeds
Contact Email Address: t12pwr@mtwp.net
School District's Community Portal Help Desk Phone Number: 777.619.1920

Applicant

Family Information

Student Information

Thank you for completing the registration form.

[Click here to PRINT FORM](#)

5. You will receive your pin number by e-mail after your account request has been reviewed by district and school administration.