Registering New Students Online with Sapphire

To complete an online registration, please follow the steps listed below:

Step 1: Create a Registration Account

● Go to the SMSD website: (www.SMSD.us) and click on Sapphire under Quick Links

● Click the "Register a new student with the district" link.

● Click on the "Create a New Account" link.

● Enter information required. Click on the "Next" button.

● You will receive an email regarding your registration account. You will need to confirm your email address so your account can be finalized. Please check your email and follow the directions listed in that email.

Once your Registration Account has been created, please continue the registration process by following the steps below:

Step 2: Registering New Student(s)

● Go back to the SMSD website: (www.SMSD.us) and click on the Sapphire under Quick Links.
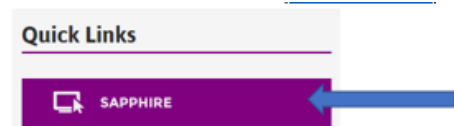
● Click on "Register a new student with the district".

● Type in your email and password you used when creating your registration account.

● Click on "Create" to start a new registration with SMSD.

● Enter required information.

● Click "Begin Registration".

● Read the "Online Registration Introduction" and then click "Next".

● Follow the links listed and complete required information.

● When you have completed the registration form, click "Submit Registration to South Middleton School District".

● You will be contacted when South Middleton School District has processed your registration or if there are any questions regarding your registration form.

*If you have other new students to register, you will need to repeat the directions from Step 2 for each new student.