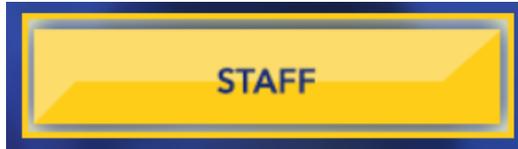


Change your Info on the new Calling System – Sapphire

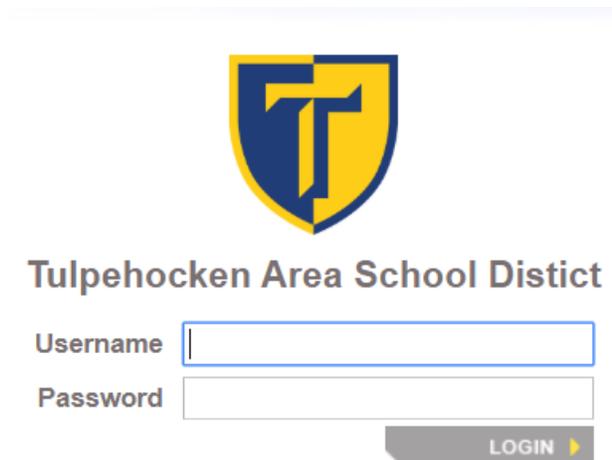
1. Go to our website: <http://www.tulpehocken.org> and click on the staff button on the left side of the page



2. Then click on the Sapphire Icon which is 2nd from the top left of the Staff Page



3. You will be presented with a login screen like shown below. The sign in is the same as you use to sign into any Tulpehocken Computer or your Tulpehocken Email. You just need the username, you do not need the @tulpehocken.org. Once you enter your info click on the Login Button





Tulpehocken Area School Distict

Username

Password

LOGIN ▶

4. Next you will come to a screen where you can choose a building and a year. If you are assigned to more than one building just choose any that you are assigned to and you can leave it on the current school year. Then click on Sign On.



District: Tulpehocken Area School Dis ▼

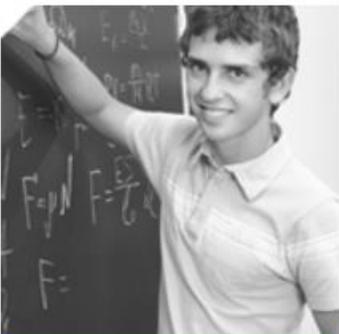
School: 1504 - Tulpehocken Jr/Sr High ▼

School Year: 2019-2020 ▼

SIGN ON ▶

LOGOUT ▶

5. Depending on your permissions you may see another screen that looks somewhat like the below image. You can choose Student Information System or Learning Management. Either will allow you to update your notification information.



Student Information System



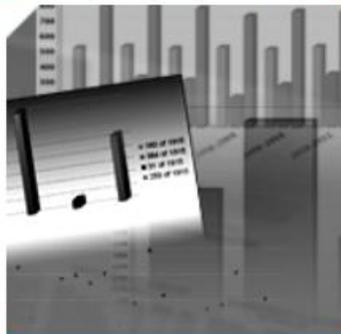
Learning Management System



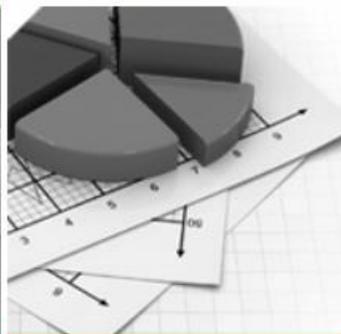
Student Services



Report Writer

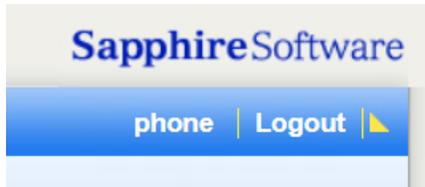


Assessment Tracker



Data Mining

6. If you are in the Student Information Screen Jump to [Step 9](#). These next steps are for the Learning Management System. At the top right of your screen you should see your username. In the example below it is phone. Click on your username.



7. You will be taken to where you can update your email and phone numbers. You can have up to 3 emails and 5 phone numbers. When putting the phone numbers in you can choose a type but the most important items are the check boxes on the right. If you want to get called at the number you must check the voice button. If you also want to get text messages when the school sends texts you can also check the SMS checkbox. Make sure you click on the Save Icon at the top left.

A screenshot of the 'General Settings' page in the Sapphire Software interface. A blue arrow points to the save icon in the top left corner. The page shows fields for Title, First Name (Phone), Middle Name, Last Name (Demo), and three Email fields. Below these are five Phone Number entries, each with a main number field, an Ext. field, a Type dropdown menu, and three checkboxes: Unlisted, Voice, and SMS.

Note: The default workflow is to call Phone 1 and if that isn't answered/confirmed by pressing 1 at the end of the message, it will then continue down the list. All phones that have the SMS checkbox though will get the text right away.

8. If you want to change what Notifications you are subscribed to you can click on the Notifications button on the left hand side and unsubscribe from any notifications you do not want to get. By default all of the notifications should be already Subscribed for you. Again make sure you click on the Save icon.

Notification Settings

Notification Workflow | My Broadcast History

Sapphire Notifications Subscriptions Global Setting System Default Subscribed

Emergency Notification <small>(If no user/default/system workflow specified, all voice/sms enabled phones and available email addresses will be contacted.)</small>	<input checked="" type="checkbox"/>
School Announcements and Updates	<input checked="" type="checkbox"/>
Group Incoming Number Notification <small>(Groups: Not included in any groups)</small>	<input checked="" type="checkbox"/>
Calls for School Delays and Closures	<input checked="" type="checkbox"/>

Language Settings

Default Voice Call Language: English(default) ▼
Default SMS Text Language: English(default) ▼
Default Email Message Language: English(default) ▼

9. For users using the Student Information System. Click on the Utilities Menu at the top, then click on Person Profile and it should take you to the screen to update your info shown on the next step.

Utilities ▼

Person Profile

10. You can have up to 3 emails and 5 phone numbers. When putting the phone numbers in you can choose a type but the most important items are the check boxes on the right. If you want to get called at the number you must check the voice button. If you also want to get text messages when the school sends texts you can also check the SMS checkbox. Make sure you click on the Save Icon at the top left of the screen.

GENERAL **NOTIFICATION WORKFLOW**

Title:

First Name: Matthew

Middle Name: A.

Last Name: Shirk

Email 1

Email 2

Email 3

Phone Numbers

Phone 1	<input type="text"/>	Ext:	<input type="text"/>	Type:	<input type="text"/>	<input type="checkbox"/> Unlisted <input type="checkbox"/> Voice <input type="checkbox"/> SMS
Phone 2	<input type="text"/>	Ext:	<input type="text"/>	Type:	<input type="text"/>	<input type="checkbox"/> Unlisted <input type="checkbox"/> Voice <input type="checkbox"/> SMS
Phone 3	<input type="text"/>	Ext:	<input type="text"/>	Type:	<input type="text"/>	<input type="checkbox"/> Unlisted <input type="checkbox"/> Voice <input type="checkbox"/> SMS
Phone 4	<input type="text"/>	Ext:	<input type="text"/>	Type:	<input type="text"/>	<input type="checkbox"/> Unlisted <input type="checkbox"/> Voice <input type="checkbox"/> SMS
Phone 5	<input type="text"/>	Ext:	<input type="text"/>	Type:	<input type="text"/>	<input type="checkbox"/> Unlisted <input type="checkbox"/> Voice <input type="checkbox"/> SMS

Note: The default workflow is to call Phone 1 and if that isn't answered/confirmed by pressing 1 at the end of the message, it will then continue down the list. All phones that have the SMS checkbox though will get the text right away.

11. If you want to change what Notifications you are subscribed to you can click on the Notifications button on the top of the page and unsubscribe from any notifications you do not want to get. By default all of the notifications should be already Subscribed for you. Again make sure you click on the Save icon.

GENERAL **NOTIFICATION WORKFLOW**

Notification Workflow My Broadcast History

Sapphire Notifications Subscriptions Global Setting System Default Subscribed

Emergency Notification <small>(*If no user/default/system workflow specified, all voice/sms enabled phones and available email addresses will be contacted.)</small>	<input checked="" type="checkbox"/>
School Announcements and Updates	<input checked="" type="checkbox"/>
Group Incoming Number Notification <small>(Groups: Not included in any groups)</small>	<input checked="" type="checkbox"/>
Calls for School Delays and Closures	<input checked="" type="checkbox"/>

Language Settings
Default Voice Call Language: English
Default SMS Text Language: English
Default Email Message Language: English

If you have any questions or would like us to update your information for you, you can submit a ticket to Technology by emailing helpdesk@tulpehocken.org. Please make sure to include your name and all info you would like updated.