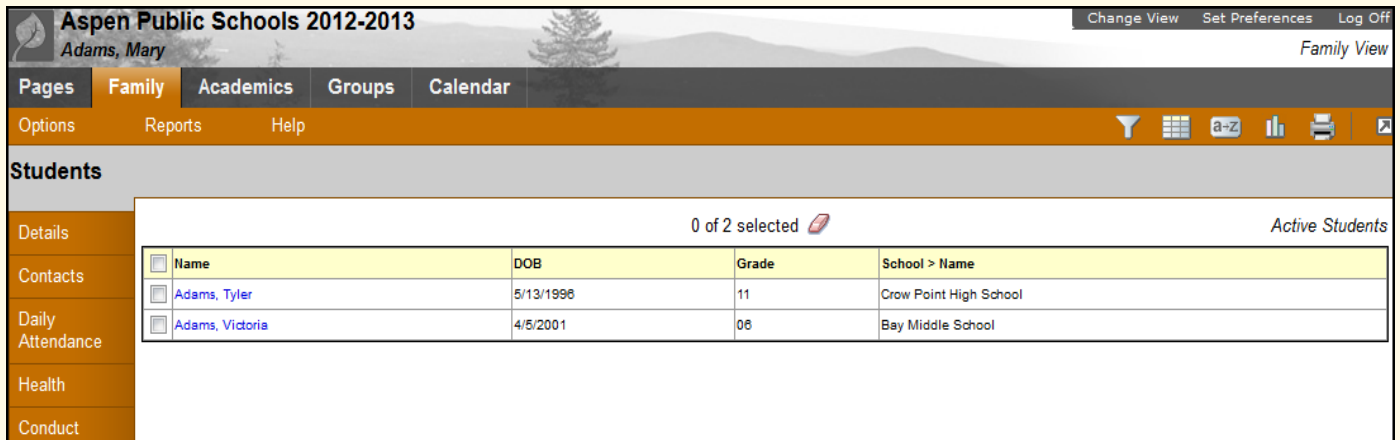




What information can I access through Aspen's Family portal?

As a parent or guardian, you can use one login to securely access information for all of your children. Depending on your district's setup, you may be able to access:

- **Family contact and emergency information**
- **Academic information:** Spot red flags early with real-time access to your child's assignment and term grades, as well as average summaries. And be confident knowing you are receiving important documents like progress reports and report cards.
- **Attendance information:** Sign up for email notifications when new information is available, such as a class absence or a student's academic progress.
- **Calendar events:** Color-code events to see at a glance what each family member is doing.



The screenshot shows the Aspen Public Schools 2012-2013 Family View interface. The top navigation bar includes 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. Below this is a sub-navigation bar with 'Options', 'Reports', and 'Help'. The main content area is titled 'Students' and shows a table with 2 selected students. The table has columns for Name, DOB, Grade, and School > Name.

Name	DOB	Grade	School > Name
Adams, Tyler	5/13/1996	11	Crow Point High School
Adams, Victoria	4/5/2001	06	Bay Middle School

How do I access the Portal?

You can log on to Aspen's Family portal from any computer that connects to the Internet. Access the system from anywhere – your home and your office.

1. Open your browser to connect to the Internet.
2. Go to your district's Aspen site.
3. Enter your **Login ID** and **Password**.
4. The first time you log on, you will be prompted to change your password. Your Home page will then appear.



The screenshot shows the Aspen login form. It has a 'Login ID' field with a 'Request an account' link below it. There is a 'Password' field with an 'I forgot my password' link below it. A 'Log On' button is at the bottom.

Is my child's information secure?

Aspen protects your student's information with the same advanced technology your bank uses to protect your financial accounts. Rest assured that all Aspen users only have access to information they need, and nothing more. The system has been carefully configured to ensure that your child's information is confidential and can only be retrieved by you – the parent/guardian – and authorized school personnel.

You can only view, not edit, your child's demographic data. If you find that it is outdated or incorrect, notify your child's school to correct any errors.



How do I use Aspen?

From your **Home** tab, you can access the following areas of Aspen. Click a tab to view information for your child.

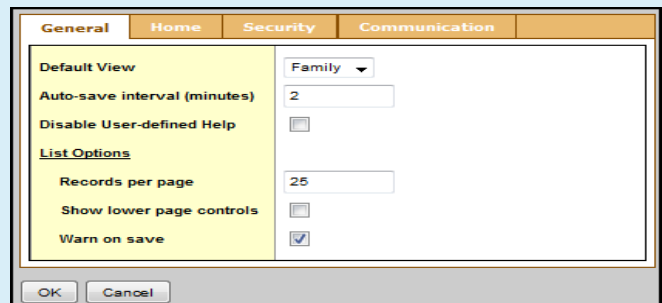
Click this tab...	To view your child's...	Click this tab...	To view your child's...
Family	<ul style="list-style-type: none"> Demographics, address, activities, ethnicity, photo Contact names and phone numbers Daily attendance Transcripts and course information Assessments, such as SAT and state-mandated test scores Current class schedule Membership/enrollment history in district's schools Records of student fees Documents, such as IEPs and 504 Plans Subscriptions to email notifications 	Academics	<ul style="list-style-type: none"> Current schedule Grades Assignments Class attendance
		Groups	Groups your child is enrolled in, such as classes, extracurricular activities, and sports teams. Here you can view: <ul style="list-style-type: none"> List of members Groups' scheduled events
		Calendar	Monthly calendar with events. You can customize the calendar by choosing the categories you want listed, and color-code each child's activities to include: <ul style="list-style-type: none"> Reminders for class assignment due dates Activity events School calendar

How do I change my password or email address?

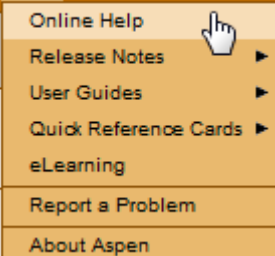
From any page, click **Set Preferences** in the upper-right corner of the screen.

Here you can set your user preferences, including your:

- Password
- Email address
- Appearance of your Home page



Help



What if I need more help with Aspen?

It is easy to navigate through Aspen's secure, read-only data. Feel free to explore.

If you have a question about how to do something, go to the **Help** menu for the following options:

- Online Help:** Click to open online Help, and then click **Using the Student and Family Portal**. A table of contents, index, and search help you find the information you need.
- User Guides:** Click to open, download, and print a PDF version of *Family and Student Portals — User Guide*. This is the same content that's available in online Help.

Note: If you still have questions, contact your school's main office.