

## How do I use Aspen?

From your **Home** tab, you can access the four areas of the system. Click a tab to view information for each of the students for whom you are responsible.



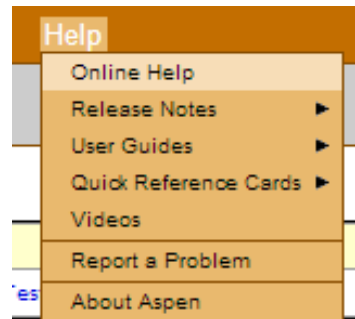
After you click a tab, side-tabs appear on the left side of the page. Click the side-tabs to view detailed information.

Click this tab	To view your child's...
<b>Family</b>	<ul style="list-style-type: none"> <li>• Demographics, address, ethnicity, photo</li> <li>• Contact names and phone numbers</li> <li>• Daily attendance</li> <li>• Transcripts, credit summary, grade point summary, programs of study and graduation summary</li> <li>• Assessments</li> <li>• Current class schedule and course requests</li> <li>• Membership/Enrollment history in district's schools and programs</li> <li>• Subscriptions to email notifications</li> </ul> <p>Not all features are available for all grade levels in the school district.</p>

Click this tab...	To view your child's...
<b>Academics</b>	<ul style="list-style-type: none"> <li>• current schedule</li> <li>• grades</li> <li>• assignments</li> <li>• class attendance</li> </ul>
<b>Calendar</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• due date reminders for class assignments</li> <li>• activity events</li> <li>• school calendar</li> </ul>

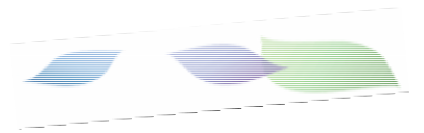
## What if I need more help with Aspen?

Aspen is easy to navigate. The data is secure and view-only. 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, then click **Using the Student and Family Portal**. A table of contents, index, and search feature make it easy to find the information you need.

- **User Guides:** Click to open, download, and print a PDF version of *Using the Family Portal*.
  - **Videos:** Video series on topics.
  - **Quick Reference Cards:** Select a topic to view a quick reference card.
  - If you still have questions, contact: [aspen@darienps.org](mailto:aspen@darienps.org).



## Getting Started With the Aspen Family Portal

### What is Aspen?

Aspen is a secure, Web-based school information management system produced by X2 Development Corporation, a subsidiary of Follett Software Company, for schools and school districts. The system manages all facets of student data – from attendance to conduct, grades to schedules.

Darien has been using Aspen since 2009 with great success. We are now implementing the Family portal so parents, teachers, and administrators can work together and communicate more effectively and efficiently.

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## What information can I access using my Aspen account?

You, as a parent/guardian, can use one login to securely access the information for all of your children from just about anywhere. With Aspen, you can access:

- **Family contact and emergency information:** Maintain emergency contact information and update medical consents. Contact information will also be used for School Messenger, the system the district uses to provide parents with information on school closings and emergencies.
- **Academic information:** Spot red flags early with real-time access to your child's academic information. And be confident knowing you are receiving important documents like progress reports and report cards.
- **Email notifications:** Sign up for email notifications concerning grades and attendance.
- **Calendar events:** Color-code events to see at a glance what each family member is doing.
- Not all features are available for all grade levels in the

## 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. We have carefully configured the system to ensure that your student'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 access the system?

You can log on to Aspen's Family Portal from any computer that connects to the Internet. This lets you access the system from anywhere – your home and your office.

1. Open your browser to connect to the Internet.
2. Go to <https://aspen.darienps.org>
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.

If you lost your Login ID or password, or if you never received them, contact:

[Aspen@darienps.org](mailto:Aspen@darienps.org)

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

Here you can set several of your user preferences, including the following:

- Password
- Email address
- Appearance of your Home page

The screenshot shows a web interface for user security settings. At the top, there are three tabs: 'General', 'Home', and 'Security'. The 'Security' tab is selected. Below the tabs, there are several input fields and a dropdown menu. The 'Primary email' field contains 'joe.administrator@aspenshoc'. The 'Alternate email' field also contains 'joe.administrator@aspenshoc'. The 'Security question' dropdown menu is set to 'What are the last 4 digits of your SSN?'. Below this are two text input fields for 'Security answer' and 'Confirm answer', both containing a series of dots to indicate masked text. At the bottom of the form is a 'Change' link. Below the form are two buttons: 'OK' and 'Cancel'.

## Aspen has a Mobile App

To get instructions on how to download the App, go the Help Menu in Aspen select Online Help.

Search Mobile App.

Select : Download and Activate the Follett Notifications App.

Depending on your device, please follow the appropriate instructions to download the App to your phone.

## How to complete the Contact and Emergency Information

1. Find the Widget on your main page called "Tasks", this is the screen that appears when you first log on.
2. Select the "Initiate" button located in the "Tasks" box in the right hand corner. A popup window will appear with a drop down menu. Select the "Contact and Medical Emergency Information, Permission Signoffs" workflow from the list in the menu. Select the magnifying glass and select the student you would like to complete the workflow for. Please note that you will need to go through this process for each student you have in the school system. After selecting the student, select the next button located at the bottom right hand corner of the screen.
3. Please complete the information for each tab, Emergency contacts, Information for emergencies, medical consents and records release. At the bottom of the records release tab, you will need to put your initials in the box before selecting the next button at the bottom right hand corner of the page.
4. Once you have done this, select next and then finish. Your submitted information is not posted automatically but reviewed for formatting. Please allow 48 hours for processing.