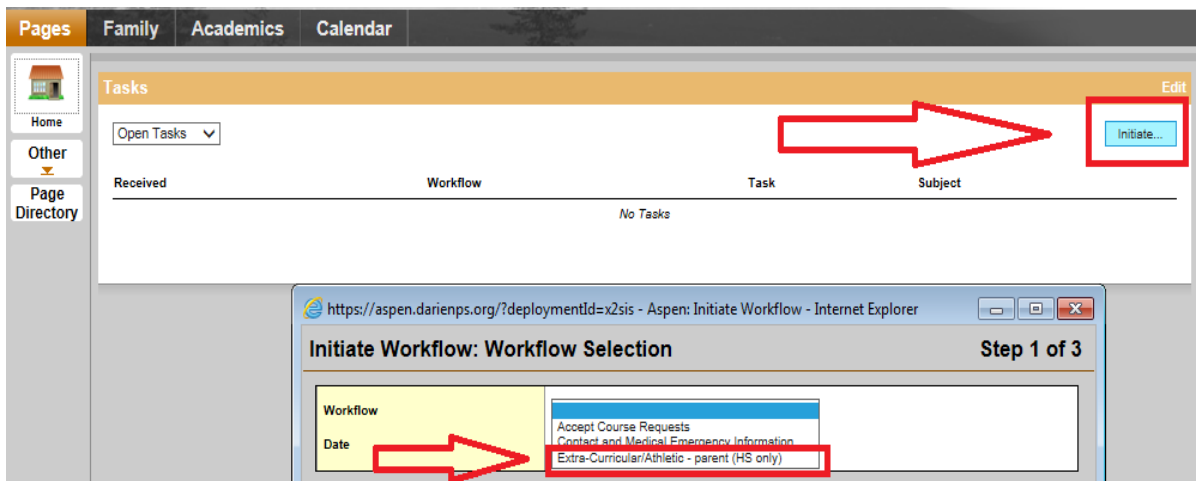


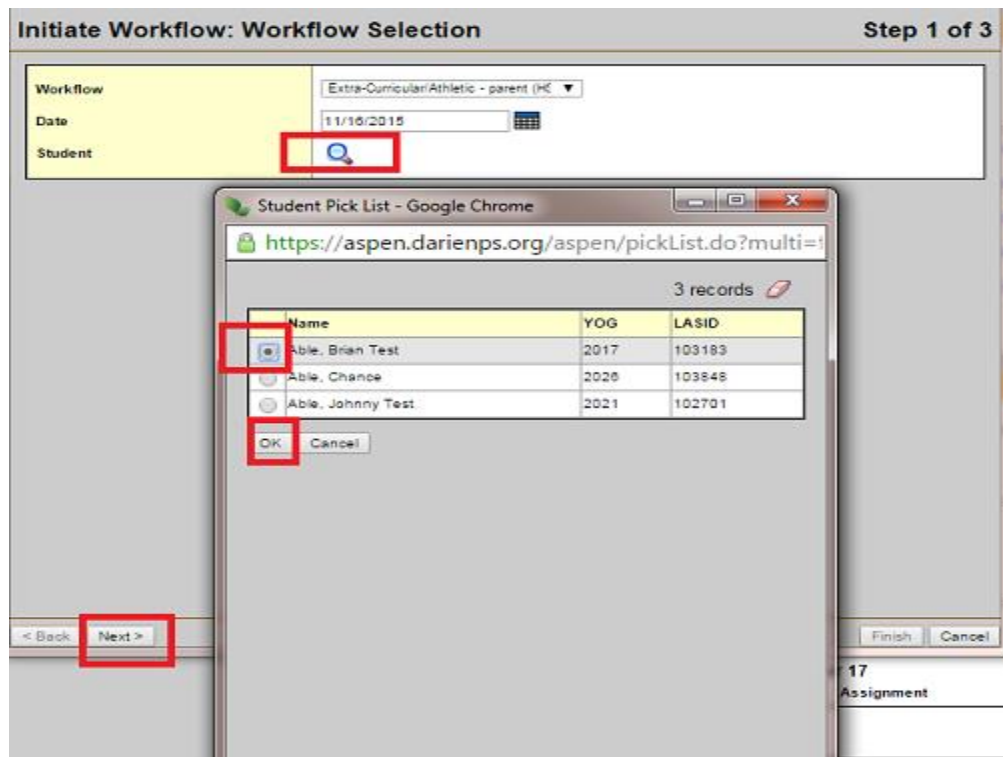
Instructions for Electronically Signing Required Athletic Forms via Aspen

Electronic Signatures must be provided by both the parent/guardian and student. Students and parents each have their own Aspen accounts and must log into their own respective accounts to complete the process. Students use their computer network username (all lower case letters) and their current passwords to log into Aspen.

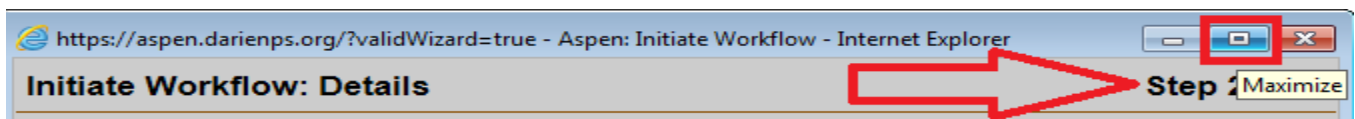
1. Sign in to your Aspen portal account at <http://aspen.darienps.org> . If you do not have an Aspen family portal account, please go to <http://www.darienps.org/boe/portal.php> to sign up for one.
2. Upon logging in, stay on the main log in page and locate the “Tasks” box on the page. Click on the “Initiate” button. A new screen should open up.
3. Using the “Workflow” drop down menu, select the appropriate forms:
 1. “Extra-Curricular/Athletic – Parent”
-or- “Extra-Curricular/Athletic – Student”.



4. Click on the magnifying glass next to “Student” to choose the appropriate child or if you are the student, select your name.



5. Click "Next" in the bottom-left of the window. Maximize the window to full screen size by selecting the full screen box in the upper corner of the page.

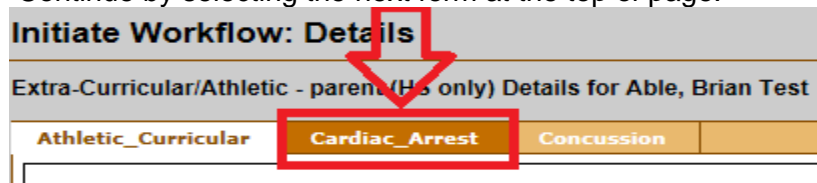


6. Read each form and discuss the forms with your parent/child. Add your digital signature to the bottom of a form.

Athletic-Curricular
Signature Parent *

To continue, click the Sudden Cardiac Arrest Agreement above

Continue by selecting the next form at the top of page.



7. Click "Next" in the bottom-left of the window when you have signed off on all forms.
8. Click "Finish" in the bottom-right of the window to confirm you signature.

Please complete the workflow process for each student attending Darien High School.

For Aspen related problems, please contact Aspen support at <http://aspen.darienps.org>

