

Directions to Complete Staff Policy Sign-offs and Emergency Contacts Work Flow:

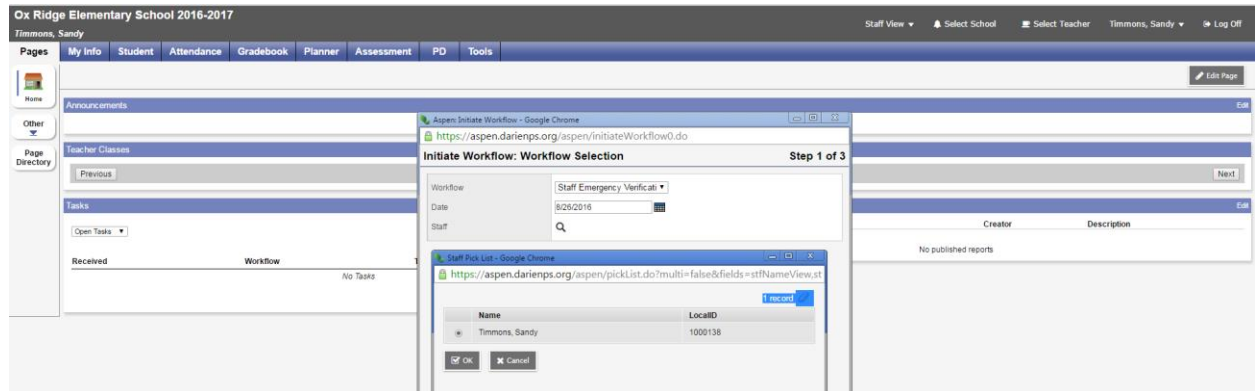
All Employees of the Darien Public Schools must complete the **Staff Policy Sign-offs and Emergency Contacts** workflow. This can be done by logging on to Aspen and completing the required information in the appropriate fields.

Log-in at: <https://aspen.darienps.org>

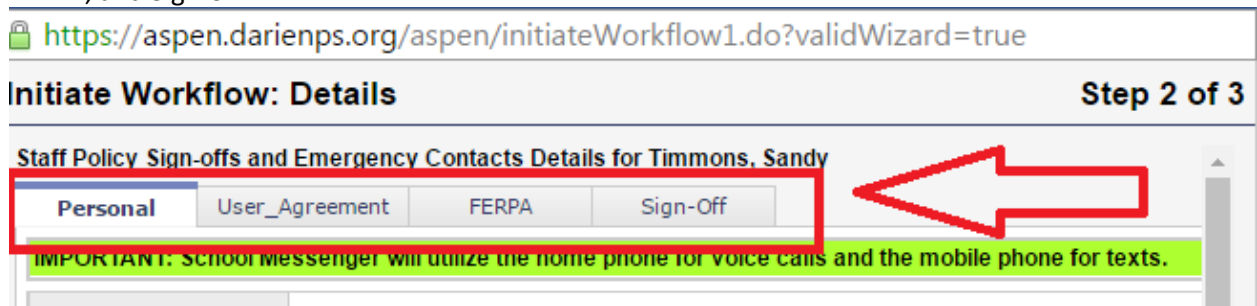
Your username and password is the same that you use for logging onto the school computers and your email account. Please use all lower case letters in your username name when logging in.

To complete the Staff Policy Sign-offs and Emergency Contacts workflow:

1. Log into Aspen. On the main page of your Aspen account select the “Initiate” button within the “Tasks” window.
2. Under the workflow field, select “Staff Policy Signoffs and Emergency Contacts” from the dropdown menu.
3. Click the magnifying glass next to the “User” field. When the popup appears, select your name and click the OK button.



4. Please complete all the fields on each form.
5. Move through the workflow by select the tabs at the top – Personal, User Agreement, FERPA, and Sign-off



6. Click the “Next” button.
7. Click the “Finish” button to complete the process.