

ACCESSING ACCRUALS VIA ASPEN

Middleborough Public Schools

Login ID

Password

[Trouble logging in?](#) [I forgot my password](#)

Log On

This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of your personal information is a priority.

1. Log into Aspen using your credentials

Staff view Log Off

PD Tools Edit Page

Welcome to Middleborough Public Schools

<http://www.middleboro.k12.ma.us>

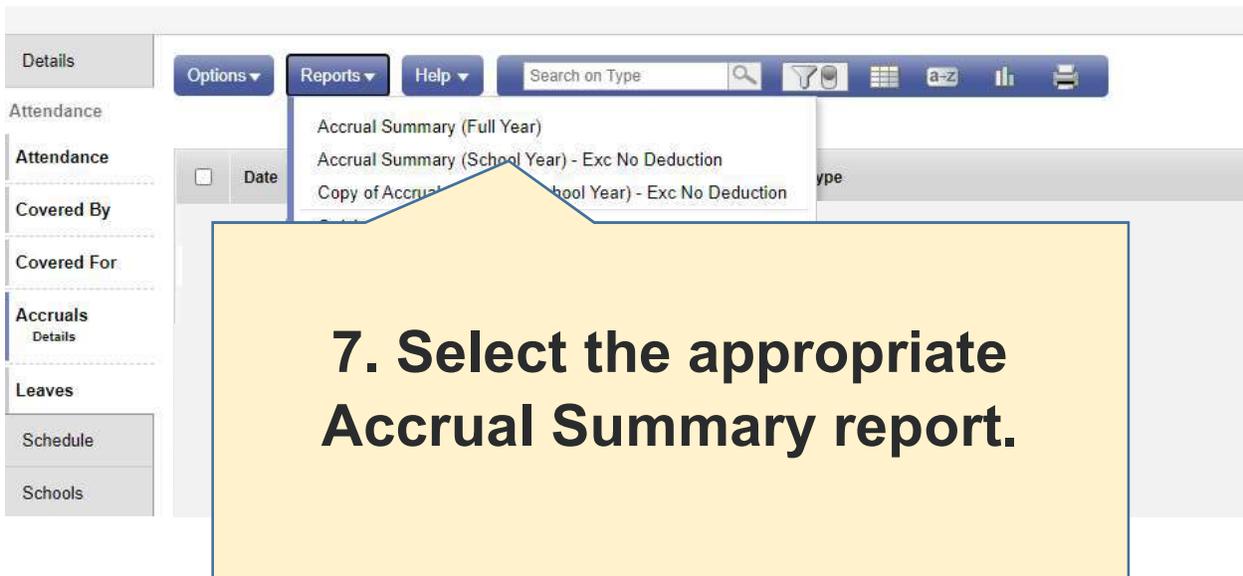
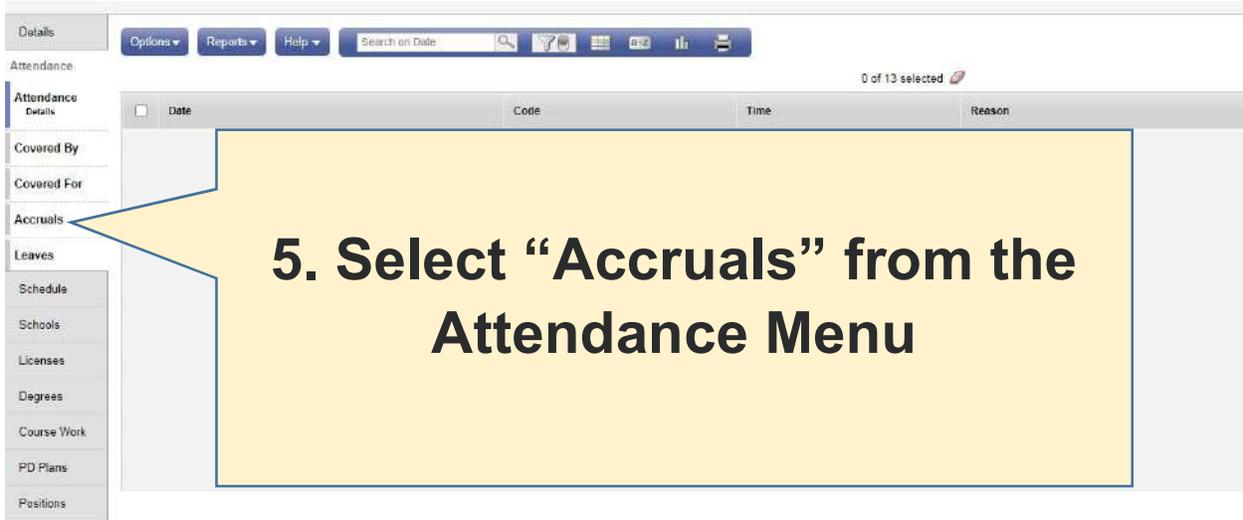
<https://www.middleboro.k12.ma.us/POS20> for the Program

assistance with Aspen, please contact Katie Goodine, Student Information Systems Manager, at 508-946-9559 x4397 or by email: kgoodine@middleboro.k12.ma.us

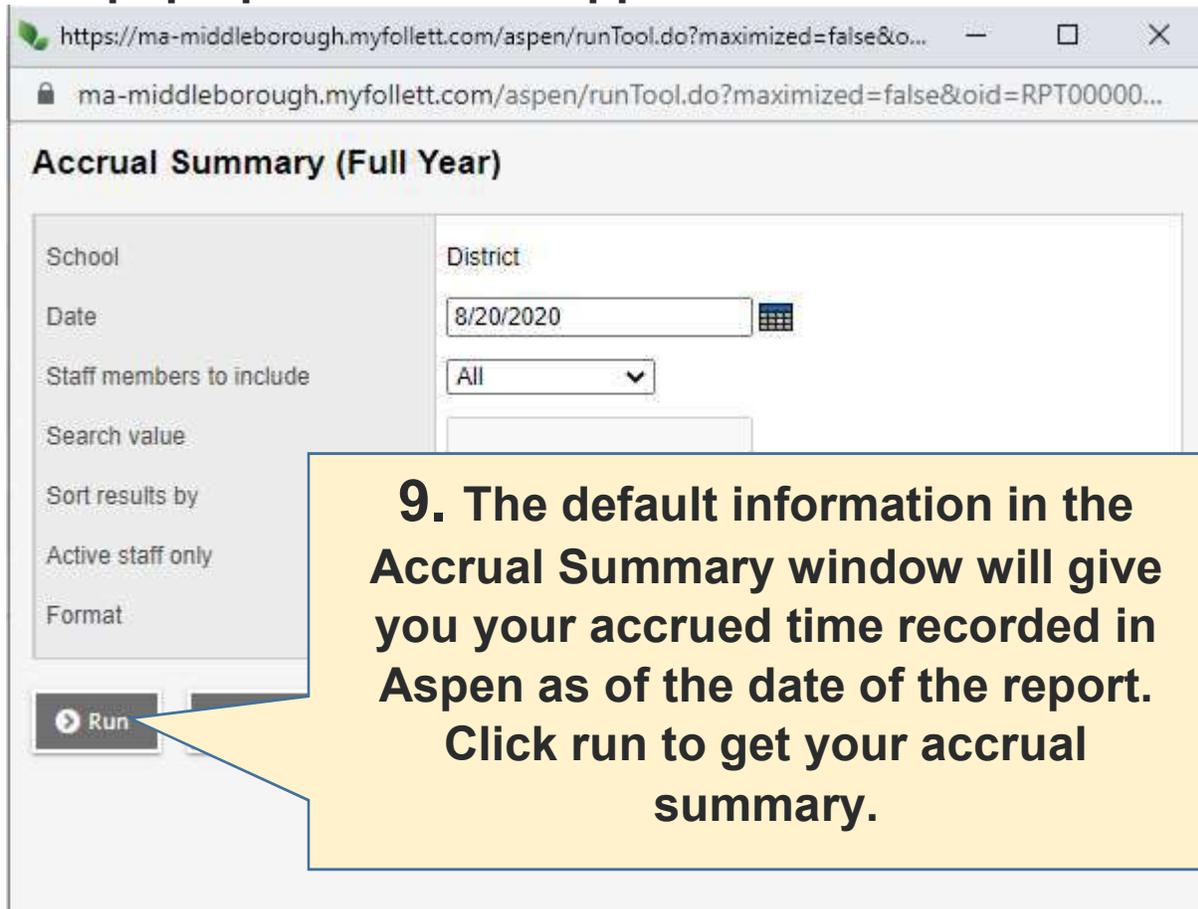
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2. Be sure your view says "Staff View"





8. A pop-up window will appear



9. The default information in the Accrual Summary window will give you your accrued time recorded in Aspen as of the date of the report. Click run to get your accrual summary.

10. Your accrual summary will open as a pdf file in that same window. You may save or print this file.