

Holbrook
SCHOOL DISTRICT

Create an Aspen Family Portal Account¹

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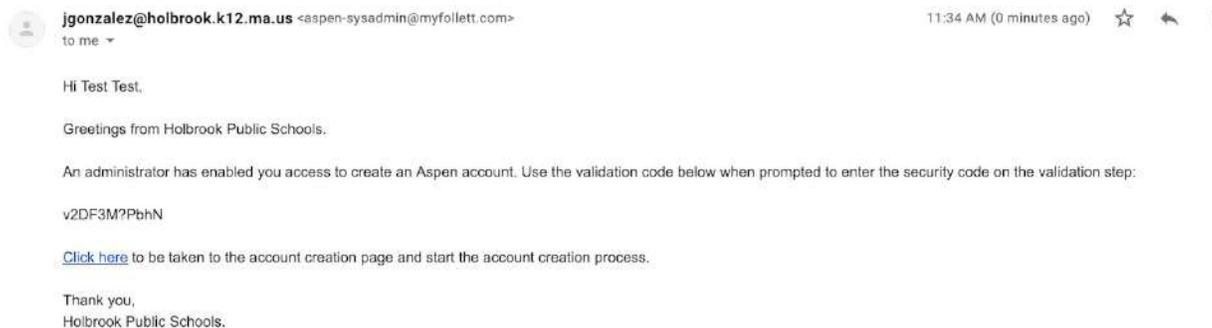
Introduction

These are the instructions for creating an Aspen family portal account. To create an account, you must first be sent an invitation from a Holbrook Public Schools administrator.

¹ Create a directory under Tutorials which holds the type of tutorial for example Phone system. In the directory open a second directory with the specific name of the tutorial. In that directory open a subdirectory for appendix where it is going to be use for all the extra files. This file should be named with the year month and day, hyphen and a short title. Remember that this is manage with link so place them and not change the name so it can be linked.

Procedure

1. Open the email from aspen-sysadmin@myfollett.com



2. Click on the link in the email. This will take you to the Holbrook Aspen login page.
3. Choose "I am a parent new to Aspen" and click the Next Step button.

The screenshot shows a web form titled 'Account Type'. Below the title, it says 'Please choose one of the available account types below.' There is a single radio button option selected: 'I am a parent new to Aspen'. Below this option, it says 'Choose this option if you already have students enrolled in the system, but do not yet have an Aspen account.' There is a link: 'Click here to have the account validation email resent'. At the bottom left, there is a 'Next Step →' button. At the bottom right, there is a 'Close' button with an 'X' icon.

4. Enter the Security code provided in the email in the first text box. Enter your last name in the second box. Click the Next Step button.

Validation Information

These fields uniquely identify you within Aspen. The system will link up your new user account with existing family, contact, student information already in the system. The data must match 100% to continue. For issues, contact your district directly.

Security code *	<input type="text"/>
Last name *	<input type="text"/>

← Previous Step Next Step → × Close

5. Confirm your personal information. If anything needs to be changed, please call your student's school office. Whether something needs to be changed or not, you can move forward with the account creation by clicking Next Step.

Personal Information

Please review the existing information below. For fields which can be updated, please change the information if it is incorrect.

First name	Test
Last name	Test
Address line 1	
Address line 2	
City	
State/province	
Postal code	
Home Phone (Landline) *	<input type="text" value="789-456-1234"/>

← Previous Step Next Step → × Close

6. Fill out the Account Information form with your email. Create a password for the portal and choose a security question and provide an answer. This will be used for any

password resets.

Account Information

Please fill in your user account information below.

Primary email * testhd@holbrook.k12.ma.us

Confirm email *

Password * Requirements

Confirm Password *

Security question * What are the last 4 digits of your SSN? ▾

Security answer *

Confirm answer *

← Previous Step Create My Account × Close

7. When finished with the account creation process, you will see this confirmation page. Wait for another email from Aspen.

Confirmation

✔ Account request processed!

Next step

A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account information will be reviewed by an administrator. If accepted, you will be notified by email when your account has been activated.

× Close

8. Open the email from Aspen. Click the link to verify your email address.
9. An administrator from the school will be sent a request to verify your account. Once the account is approved, you will receive an email that you can log in and view your student's information.