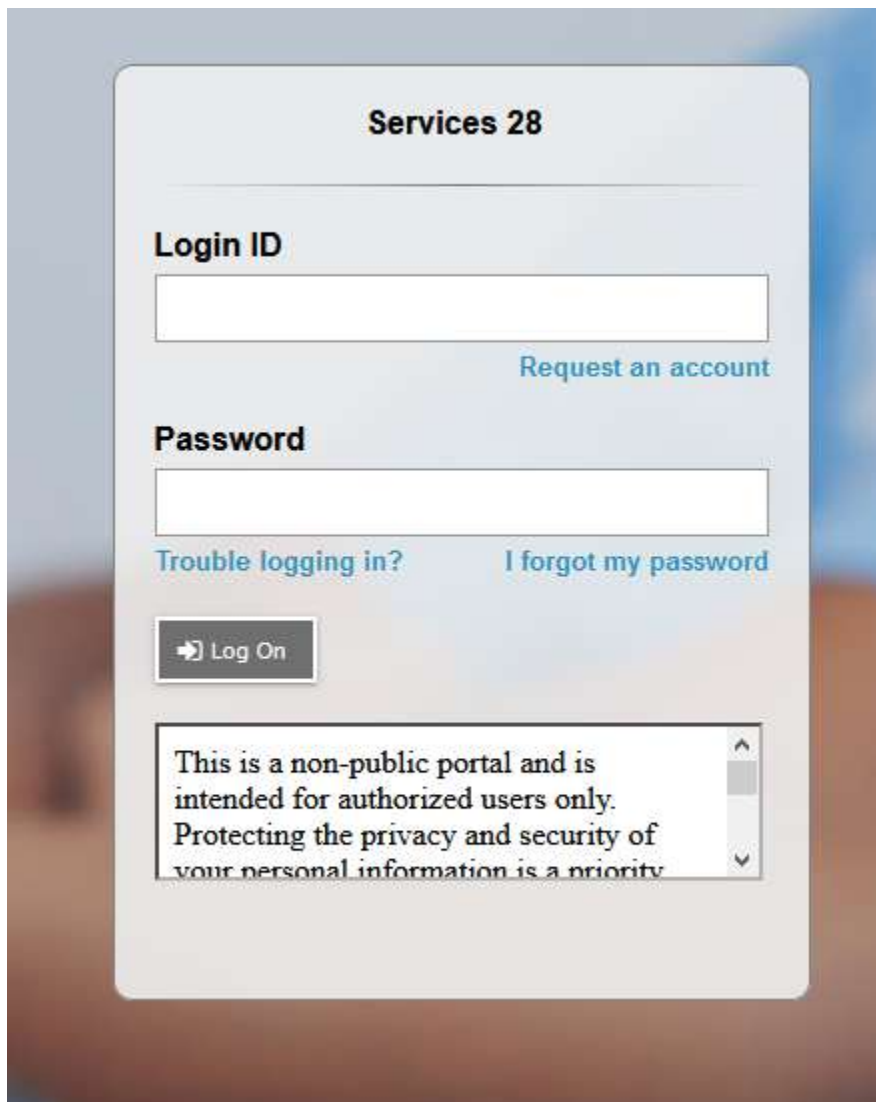


Creating an Aspen Account to Access the Student Registration Portal

Click on “Request an account”.



The screenshot shows a login interface titled "Services 28". It features a "Login ID" field, a "Request an account" link, a "Password" field, and links for "Trouble logging in?" and "I forgot my password". A "Log On" button is also present. At the bottom, a scrollable box contains a disclaimer: "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."

Services 28

Login ID

[Request an account](#)

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

Select the Account Type and click “Next Step”.

Account Type

Please choose one of the available account types below.

☒ I am a parent/guardian registering my child online
Choose this option if you have never created an Aspen SIS account

[Click here](#) to have the account validation email resent

Next Step →

✕ Close

Enter your (Parent/Guardian) information in the available fields and then click “Next Step”.

Login ID

Create Your Aspen Account

Information for the account holder (for a parent or guardian, this is your information, not your child's)

First name *

Mary

Last name *

Aspen

Address line 1 *

1 Main ST

Address line 2

City *

Hingham

State/province *

MA

Postal code *

11111

Phone 1 *

1112223344

Previous Step

Next Step

Close

Enter your user account information and click “Create My Account”.

Login ID

Account Information

Please fill in your user account information below.

Primary email *	tbuchanan@follett.com
Confirm email *	tbuchanan@follett.com
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](#)

Login ID

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 will be activated and you'll be able to login using the email address and password you just entered.

Note: Be sure to check your spam folder if you don't see the email right away.

[Close](#)

Go to your email account and verify your email address by clicking on the link in the email.

Welcome! Please verify your Aspen email address



aspen-sysadmin@myfollett.com

To ● Buchanan, Trish

Hi Mary Aspen,

Thank you for requesting an Aspen account.

Your request was submitted using this email address. Please [click here](#) to verify your email address and activate you

If you didn't request an Aspen account, please [click here](#) to cancel the request.

Thank you,
Aspen System Administrator

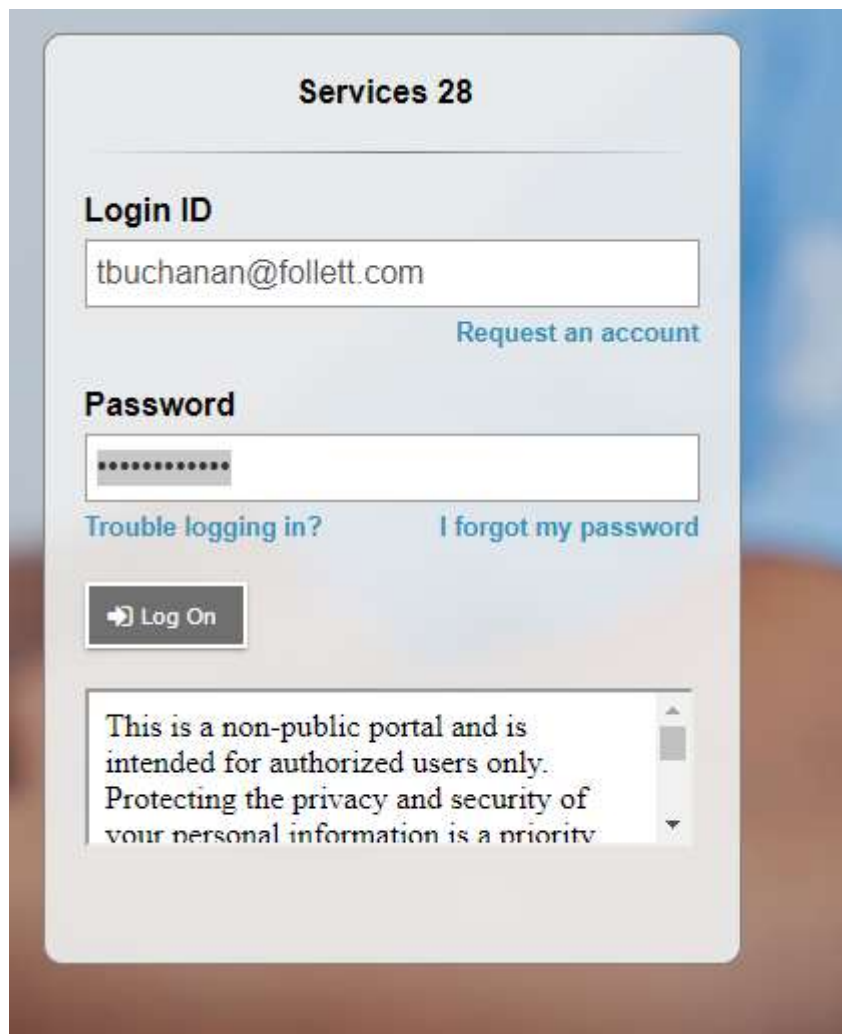
Email Validation

✓ Verification completed successfully!

Your account is now active.

✕ Close

Login with your new Aspen account to access the Student Registration portal.



Services 28

Login ID

tbuchanan@follett.com

[Request an account](#)

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

Click on the button “Initiate” to start a new registration.



Start a new New Student Registration

 Initiate...