



Tewksbury Memorial High School

August 1, 2013

Hello Aspen X2 Student/Parent/Guardian User,

In the 2013-2014 school year, we will continue to inform you of your child's attendance and academic progress through the use of Aspen X2. We will also send home important school information through this portal. Please make sure that TMHS has your most up to date email address(es) and telephone number(s) listed on the Accident Emergency Information form (this will be sent home with the back to school packet). Aspen X2 is most helpful if you access it often to stay informed of test/quiz grades, homework assignments, attendance, and critical school information. Your child has been trained on the use of Aspen X2 and has selected courses through the portal as well. Both parent/guardian and students use the same log-in and password.

PLEASE NOTE: Over the summer break, we will not be able to reset passwords or provide log-in information, as staff are not available to do so. When your child returns to TMHS, we can assist him/her with X2 issues. Hard copies of the schedule and critical school forms will be sent home next week.

To log in to the Student View;

1. Go to the Tewksbury Public Schools website for X2 Aspen:

<https://ma-tewksbury.myfollett.com/aspn>

2. Enter your "Login ID" and password. Please note, both Login ID and password are case sensitive.

When you first log in, you will be prompted to change your password;

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Your password has expired.
Please create a new one.

OK

Current Password

New Password

Confirm New Password

OK Cancel

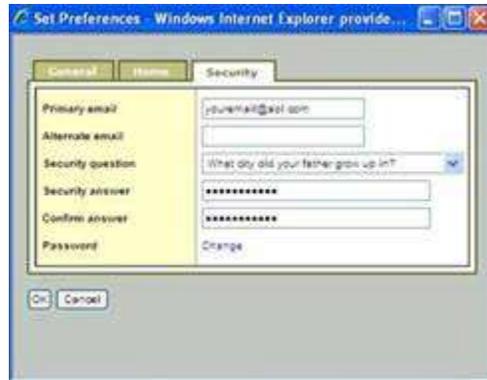
1. Enter the Current Password
2. Enter a password that you would like to use as the "New Password" and Confirm the New Password by typing it again.

Please use a password that you will remember. Your new password must contain at least 6 characters. **It must contain upper and lower case letters and at least one number.**

Please continue on to the next page...

The second time you log in, you will be prompted to setup the Self Serve Password Recovery feature. This feature will allow you to receive a new password in the event you forget your password. The password will automatically be sent to the email address that you enter in the “**primary email**” text box. Enter your email address, select a security question, and enter the answer in the security answer and “confirm answer” fields. Click OK when you are finished.

Please note: The email address you enter here can also be used by your teachers to communicate to the class.



You can navigate the Student View by clicking on the large tabs across the top of the page;

1. The “Pages” tab gives you access to your class and other websites
2. The “My Info” tab allows you to see your Personal information as entered in the system, including Attendance, Conduct, and Transcript (report card and deficiency) information.
3. The “Academics” tab will allow you to see information about your schedule (including your current average, etc.). Select a class by clicking on the blue highlighted numbers in the course column. You can view individual assignments for the class by using the “Assignments” side tab.
4. The “Calendar” tab is a good way for you to see assignment due dates across all your classes on one page. You can assign different colors to each class using the “Preferences” side tab.

Thank you,

Tewksbury Memorial High School