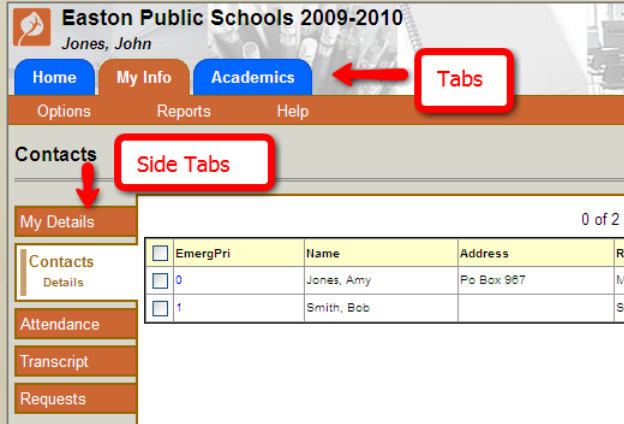


How do I use Aspen?

From your Home tab, you can access two areas of the system My Info. and Academics. Click a tab to view information.



After you click a tab, side-tabs appear on the left side of the page. Click the side-tabs to view detailed information.

Click this tab...	To view your child's...
My Info.	<ul style="list-style-type: none"> Demographics, address, activities, ethnicity, photo Contact names and phone numbers Daily Attendance Transcripts and course information

Click this tab...	To view your child's...
Academics	<ul style="list-style-type: none"> current schedule grades assignments class attendance

I lost my Login ID or password; or I never received them. How do I obtain them?

If you lost your LoginID or password, or if you never received them, contact the counseling center or Bruce Tanzer, Technology Specialist btanzer@easton.k12.ma.us or (508)230-3222



How do I change my password or e-mail address?

From any page, click **Set Preferences** in the upper-right corner of the screen.



Here you can set several of your user preferences, including your:

- Password
- Email address
- Default school



Easton Middle School

100 Columbus Avenue
Easton, MA 02356
(508)230-3222

<https://ma-easton.myfollett.com/aspen/logon.do>

Getting Started with the

Aspen Student Portal

Your child's Schedule, Assignments, Grades and Attendance on-line



<https://ma-easton.myfollett.com/aspen/logon.do>

What is Aspen?

Aspen is a secure Web-based school information management system produced by X2 Development Corporation for school districts. The system manages all facets of student data.

Easton Public Schools has been using Aspen since 2008 with great success. We are now implementing the Student Portal so parents, teachers, and administrators can work together and communicate more effectively and efficiently so we all can focus on education.

One of the most commonly used features of the Student Portal is parent access to academic progress information. Please understand that once an assignment has been submitted to a teacher there is time required to grade this assignment and update the X2 assignment log/grade book. Teachers have been given a week to update their grade book entries and provide updated information to parents. Updates will be done by the Monday of each week. Accessing quiz grades, test grades, and assignment grades should be a tremendous tool in helping you keep your child on track to meet with success. This feature will eliminate the need for formal progress reports issued by teachers.

This marks the beginning of greater communication with our parents. In the future we intend to use this venue to share more information with students, parent(s) and guardian(s).

What information can I access through Aspen?

You, as a parent/guardian, can login to securely access the information for each of your children from just about anywhere. With Aspen, today you can access:

- **Family contact and emergency information**
- **Academic information:** Spot red flags early with real-time access to your child's academic information. And be confident knowing you are receiving important documents like progress reports and report cards.
- **Attendance information**

Is my child's information secure?

Aspen protects your student's information with the same advanced technology your bank uses to protect your financial accounts. Rest assured that all Aspen users only have access to information they need, and nothing more. We have carefully configured the system to ensure that your student's information is confidential and can only be retrieved by you – the parent/guardian – and authorized school personnel.

You can only view, not edit your child's demographic data. If you find that it is outdated or incorrect, notify the guidance department at Easton Middle School (508)230-3222

How do I access the system?

You can use any computer that connects to the Internet, allowing you to access the system from anywhere – your home and your office.

1. Open your browser to connect to the Internet.
2. Go to <https://ma-easton.myfollett.com/aspen/logon.do>
3. Enter your **Login ID** and **Password**.
4. The first time you log in, you will be prompted to change your password. Your Home page will then display.

Login/Password Info.



What if I need more help with Aspen?

Aspen is easy to navigate. The data is secure and view-only. Feel free to explore. If you have a question about how to do something, go to the **Help** menu for the following options:



- **Online Help:** Explanations of how the system is set up and how to perform common tasks are available. A table of contents, index, and search feature make it easy to find the information you need.
- **User Guide:** Click to open, download, and print a PDF version of *Using the Family Portal*.
- If you still have questions, contact the Easton Middle School Guidance office (508) 230-3222.