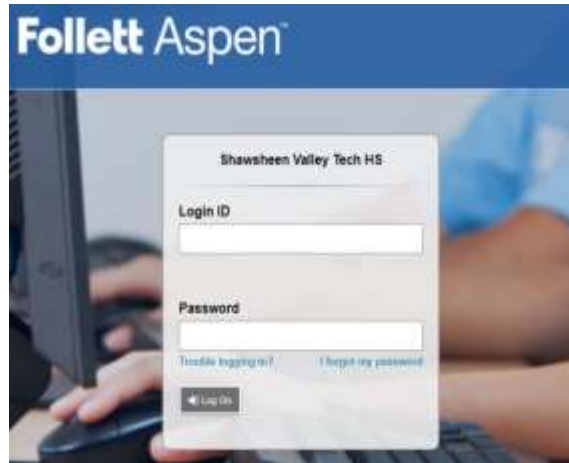


Review and Update Family Portal Information

To ensure students and their contacts are included in all district communications, we ask that you update information hosted in the Aspen Family Portal (Aspen). Follow the directions provided below to complete that process.

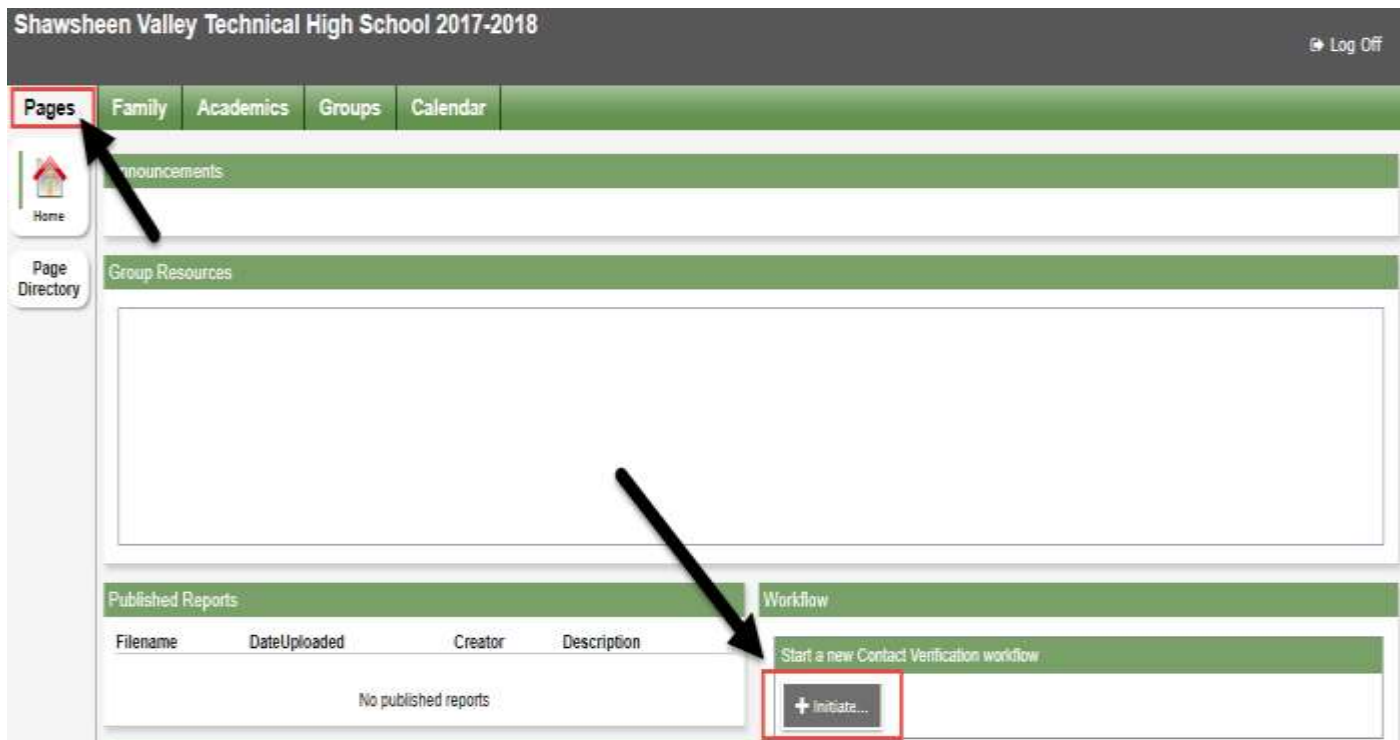
Step 1: Log into Aspen

- Using your Aspen credentials, access Aspen at this link: <https://ma-shawsheentech.myfollett.com>
 - For questions concerning portal or difficulty logging into the system please email: parents@shawsheen.tec.ma.us



Step 2: Initiate a Workflow

- From the homepage (“Pages”) selection the “+Initiate” button



Shawsheen Valley Technical High School 2017-2018 Log Off

Pages Family Academics Groups Calendar

Home

Page Directory

Group Resources

Published Reports

Filename	DateUploaded	Creator	Description
No published reports			

Workflow

Start a new Contact Verification workflow

+ Initiate...

Step 3: Make Workflow Selections

- Workflow: Select “Contact Verification” from the workflow dropdown menu.
- Student: Click the lookup tool (magnifying glass) and select a student
 - If you have multiple students attending Shawsheen, select one to update and then you can repeat this process to update additional students once you are finished
- Click “Next”

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow:

Date:

Student:

Navigation:

Step 4: Update ‘Student Demographics’ Tab

- Select the ‘Student Demographics’ tab on the screen that pops up
- Update/enter information for your child on this page, including new fields which include:
 - Student Phone # to Receive Texts
 - By entering a phone number into this field, you are opting in to text message alerts – you are responsible for any fees applied by the cell phone carrier
 - Student Phone # for Auto Alerts
 - Student Personal Email
- *Select the ‘Contacts’ tab when you are done*

Initiate Workflow: Details Step 2 of 3

Contact Verification Details

Student Demographics

First Name:

Last Name:

Student Phone # to Receive Texts:

Student Phone # for Auto Alerts:

Student Personal Email:

Street:

Apt:

City, State Zip:

Mailing Street:

Mailing Apt:

Mailing City, State Zip:

Navigation:

Step 5: Update ‘Contacts’ Tab

- When you select the contacts tab, all contacts on file for your child will be listed
- Select on each contact to update contact information, including new fields which include
 - Phone # to Receive Texts
 - Phone # for Auto Alerts (Required)
 - Primary E-mail (Required)
 - By entering a phone number into this field, you are opting in to text message alerts – you are responsible for any fees applied by the cell phone carrier
- Select the “OK” button when you are done and then repeat this process to update all other contacts listed

A screenshot of a contact information form. The form has several input fields: First name, Last name, Home Phone, Mobile Phone, Phone # to Receive Texts, Work Phone, Phone # for Auto Alerts *, Primary E-mail *, Alternate E-mail, Address, Apt, and City, State Zip. The 'Phone # for Auto Alerts *' and 'Primary E-mail *' fields are highlighted with a red border. At the bottom of the form are two buttons: 'OK' and 'Cancel'.

Step 6: Finish Workflow Request

- Select ‘Next’ once all information has been updated
- **Select ‘Finish’ to complete and submit the changes you have requested**

A screenshot of a dialog box titled 'Initiate Workflow: Confirmation' with 'Step 3 of 3' in the top right corner. The dialog has a table with three rows: Workflow, Student, and Date. At the bottom of the dialog are four buttons: 'Previous', 'Next', 'Finish', and 'Cancel'. The 'Finish' button is highlighted with a red border, and a black arrow points to it from the right.

Step 7: Update Additional Students

- If you have more than one child attending Shawsheen, repeat this process for each child.