

What is Aspen?

Aspen is a secure, Web-based school information management system produced by X2 Development Corporation, a subsidiary of Follett Software Company, for schools and school districts. The system manages all facets of student data – from attendance to conduct, grades to schedules, health to special education.



What information can I access through Aspen?

You, as a parent/guardian, can use one login to securely access the information for all of your children from just about anywhere. With Aspen, 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.
- **Conduct, attendance, and health visit information:** Sign up for email notifications when new information is available.
- **Calendar events:** Color-code events to see at a glance what each family member is doing.

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 If you find that it is outdated or incorrect, notify your child's school to correct any errors.

How do I access the system?

You can log on to Aspen's Family & Student Portal from any computer that connects to the Internet. This lets you access the system from anywhere – your home and your office.

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

I lost my Login ID or password; or I never received them.

If you lost your Login ID or password, or if you never received them, contact Computer Services: parents@shawsheen.tec.ma.us

How do I change my password or email address?

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

General	Home	Security
Primary email	joe.administrator@aspenschoc	
Alternate email	joe.administrator@aspenschoc	
Security question	What are the last 4 digits of your SSN?	
Security answer	
Confirm answer	
Password	Change	

OK Cancel

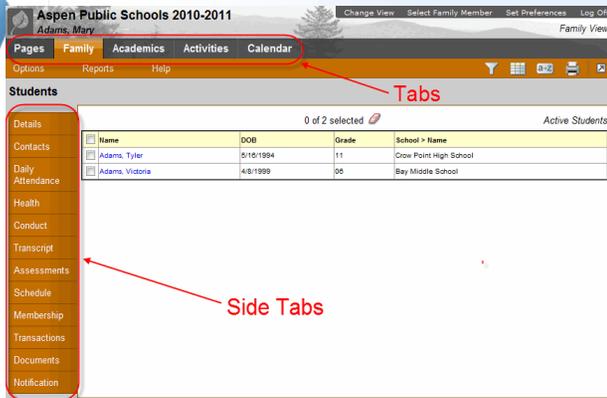
Here you can set several of your user preferences, including your:

- Password
- Email address
- Appearance of your Home page



How do I use Aspen?

From your **Home** tab, you can access the areas currently set to display in the Family portal. Click a tab to view information for each of the students for whom you are responsible.



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

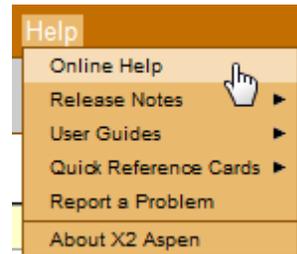
Click this tab...	To view your child's...
My Info	<ul style="list-style-type: none"> • Demographics, address, ethnicity, photo • Contact names and phone numbers • Daily attendance • Conduct incidents, actions taken and detentions served • Transcripts, credit summary, grade point summary, programs of study and graduation summary • Assessments, such as SAT and state-mandated test scores • Current class schedule and course requests • Membership/Enrollment history in district's schools and programs • Documents, such as IEPs and 504 Plans • Subscriptions to email notifications

Click this tab...	To view your child's...
Academics	<ul style="list-style-type: none"> • current schedule • grades • assignments • class attendance
Groups	Extracurricular activities, including: <ul style="list-style-type: none"> • list of members • events for each group
Calendar	Monthly calendar with events. You can customize the calendar by choosing the categories you want listed and color-code each child's activities to include: <ul style="list-style-type: none"> • due date reminders for class assignments • activity events • school calendar

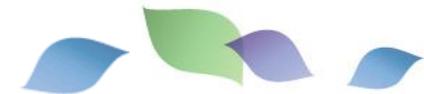


What if I need more help with Aspen?

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:** Click to open online help, then click **Using the Student and Family Portal**. A table of contents, index, and search feature make it easy to find the information you need.
- **User Guides:** Click to open, download, and print a PDF version of *Using the Family Portal*.
- **Quick Reference Cards:** Select a topic to view a quick reference card.
- If you still have questions, contact your child's guidance counselor.



Getting Started with the Aspen Family Portal

Shawsheen Valley Technical High School
 100 Cook Street
 Billerica, MA 01821
 (978) 667- 2111
<http://www.shawsheentech.org>

