

Shawsheen Tech New Student Registration Directions

- **MUST BE COMPLETED ON A DESKTOP/LAPTOP.**
- **New Families:** Please follow all the directions to create a family Aspen account and complete your registration.
- **Existing Families (families with current students):** If you currently have a Shawsheen ASPEN account log in using your parent log in information not your student's log in information. Jump to step 7 once logged in.
- **Forgot your username or password?:** If you are having difficulty accessing the Aspen Family Portal please read the instructions below to submit a ticket at the following link: <https://shawsheentech.sherpadesk.com/portal/>

1. Click think link to create an Aspen account: [Aspen: Log On \(myfollett.com\)](https://shawsheentech.sherpadesk.com/portal/)
 - a. Click request an account

2. This pop up will appear, click 'next step'

3. Create your Aspen account with the **primary parent/point of contact** click 'next step':

Create Your Aspen Account

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

First name *	<input type="text"/>
Last name *	<input type="text"/>
Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
City *	<input type="text" value="Bedford"/>
State/province *	<input type="text" value="MA"/>
Postal code *	<input type="text"/>
Home Phone *	<input type="text"/>

[← Previous Step](#) [Next Step →](#) [Close](#)

4. Finish filling in the **primary parent's information**, click 'create my account':

Account Information

Please fill in your user account information below.

Primary email *	<input type="text"/>
Confirm email *	<input type="text"/>
Password *	<input type="password"/> Requirements
Confirm Password *	<input type="password"/>
Security question *	<input type="text" value="What city were you born in?"/>
Security answer *	<input type="text"/>
Confirm answer *	<input type="text"/>

[← Previous Step](#) [Create My Account](#) [Close](#)

5. If you completed this, you should get the following pop-up.

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.

6. Go to your email and find the email from aspen@shawtech.org – Welcome! Please verify your Aspen Email address. **Click to verify your email address.**

Hi Brittney Ferguson,

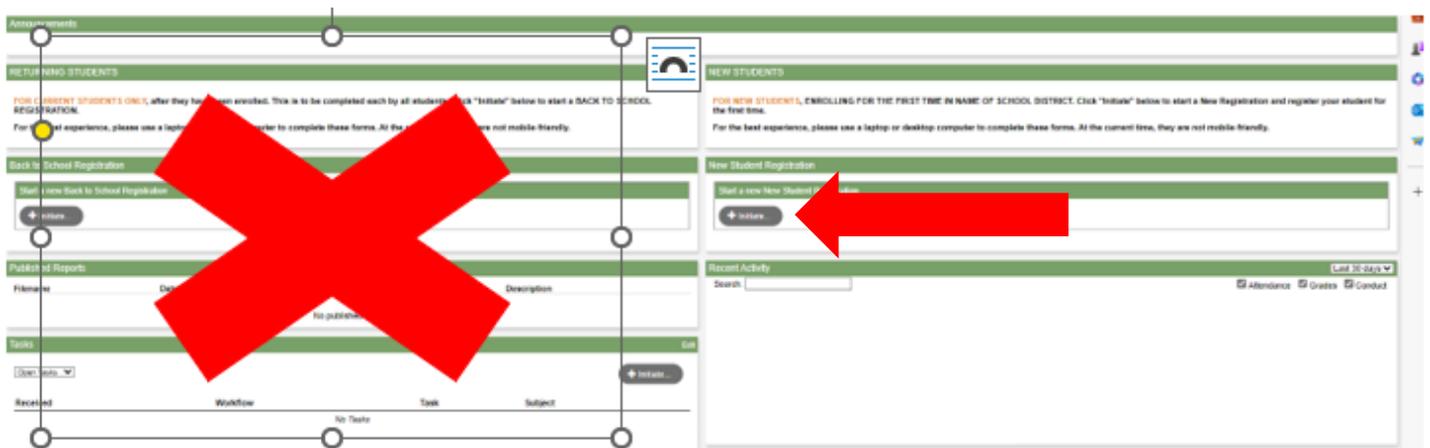
Thank you for requesting an Aspen account.

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

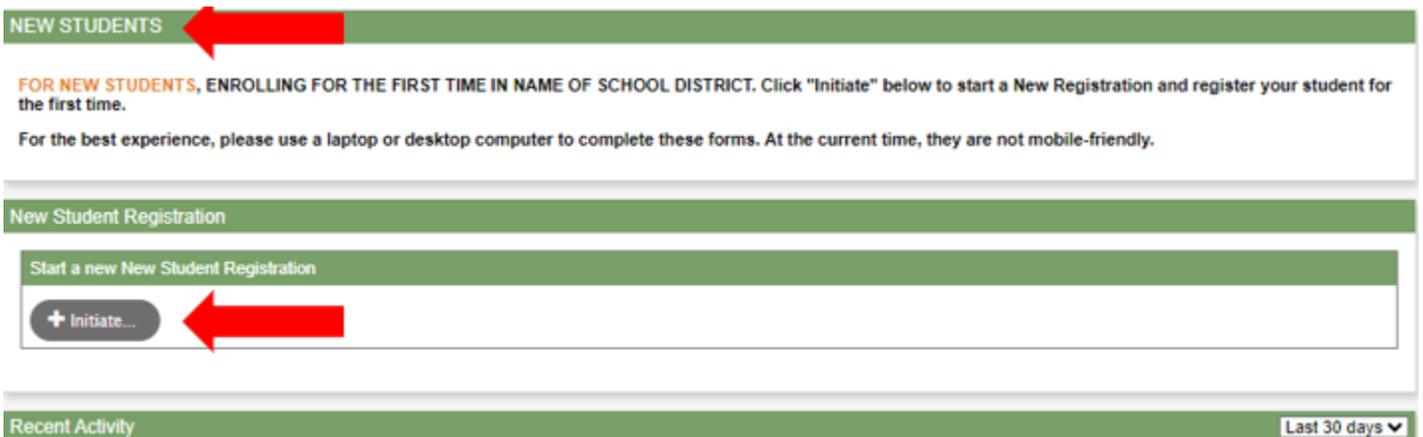
If you didn't request an Aspen account, please [click here](#) to cancel the request.

Thank you,
Aspen System Administrator

7. Log into aspen using your email address and password. There will be 2 sections, on the left returning students and on the right New Students. Use the **NEW STUDENTS SIDE ONLY**.



8. On the **right side you will see NEW STUDENTS**. Click 'Initiate':



9. Your registration will begin. **Make sure to click 2024-2025 School year** and click 'next'.

Start	Student	School	Family/Contacts	Consents	Language	Health	Services	Documents	Submit
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Instructions

Welcome to the Registration Portal. You must hit the SUBMIT button at the end of this process to complete the Registration.

Please have the available documents ready for upload as you go through this process. Some of the documents can be found at [Student Registration](#).

- Physical Exam form required yearly for any student participating in athletics.
- Medication Order form if needed for medications administered during the school day
- Legal Documentation updates for example court orders, custody arrangements, guardianship

If you have any questions, please email registration@shawtech.org or call 978-671-3641

School Year Selection

To begin registration, select a school year below:

2023-2024

2024-2025

All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to come back later to complete this form.

10. Next is the **STUDENT TAB**. Make sure all information here MATCHES the first name, last name, and date of birth that was on the original email. IF THE INFORMATION IS DIFFERENT, STOP WHAT YOU ARE DOING AND CALL US BEFORE FINISHING YOUR REGISTRATION. **MAKE SURE THE GRADE LEVEL FOR REGISTRATION YEAR IS 09**. Click 'next'.

Start	Student	School	Family/Contacts	Consents	Language	Health	Services
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Student Information

Legal Name

First *

Middle

No middle name

Last *

Suffix

Gender *

Birth and Citizenship

Place of birth

City *

County

State

Country

Country of citizenship

Age and Grade Level

Enter the student's date of birth, which will determine the grade for the school year.

Date of birth *

Age as of Sept 1 0

Grade level for registration year *

MAKE SURE THIS IS 09

11. Next is the **SCHOOL TAB**. Check the Shawsheen School. Confirm your start grade is 09. If it is wrong go back to update! Click 'next'.

Start Student **School** Family/Contacts Consents Language Health Services Documents Submit

School Selection

Select the button next to the school (Shawsheen Valley Technical High School) then click the Next button to continue.

Required: Select the school appropriate for your address

Selected: **Shawsheen Valley Technical High School** Filter this list by school name or city:

Requested School	Line1	City	Phone1	StartGrade	End
<input checked="" type="radio"/> Shawsheen Valley Technical High School	100 Cook Street	Billerica	978-667-2111	09	12

All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to come back later to complete this form.

12. Next is the **FAMILY/CONTACTS TAB**. Take your time in this section! **ONLY** enter parents/legal guardians' information into **Primary Contact 1** and **Primary Contact 2**. **MAKE SURE** your cell phone number is updated. ****This is the number we use for all district communications**** Click your name so it opens the contact and add/edit information. Add your Emergency Contacts. Finish filling out this page and click 'next'.

Start Student School **Family/Contacts** Consents Language Health Services Documents Submit

Each Student can have two Primary contacts, who must be parent or legal guardians. Primary Contacts will be provided access to the Aspen Family Portal information and their Student(s) records, will be able to Dismiss and Receive their Student(s), and will also receive ALL District Communication. The email addresses and cell phone numbers will be used as listed. **NOTE:** Legal Guardians must provide LEGAL documentation. **Please use the Documents tab for all uploads.**

Primary Contact 1

Click on your name to complete your own record.

First Name	Last Name	Relationship	Portal Access	Home Phone	Cell Phone	Email
Britney	Ferguson		Yes	7815260204		britneyfergie@yahoo.com

Primary Contact 2

Click Add button to add your Priority 2 contact. Only 1 per Contact

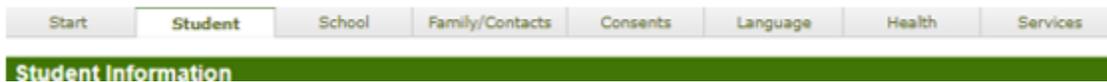
First Name	Last Name	Relationship	Portal Access	Home Phone	Cell Phone	Email
No matching records						

Emergency Contacts

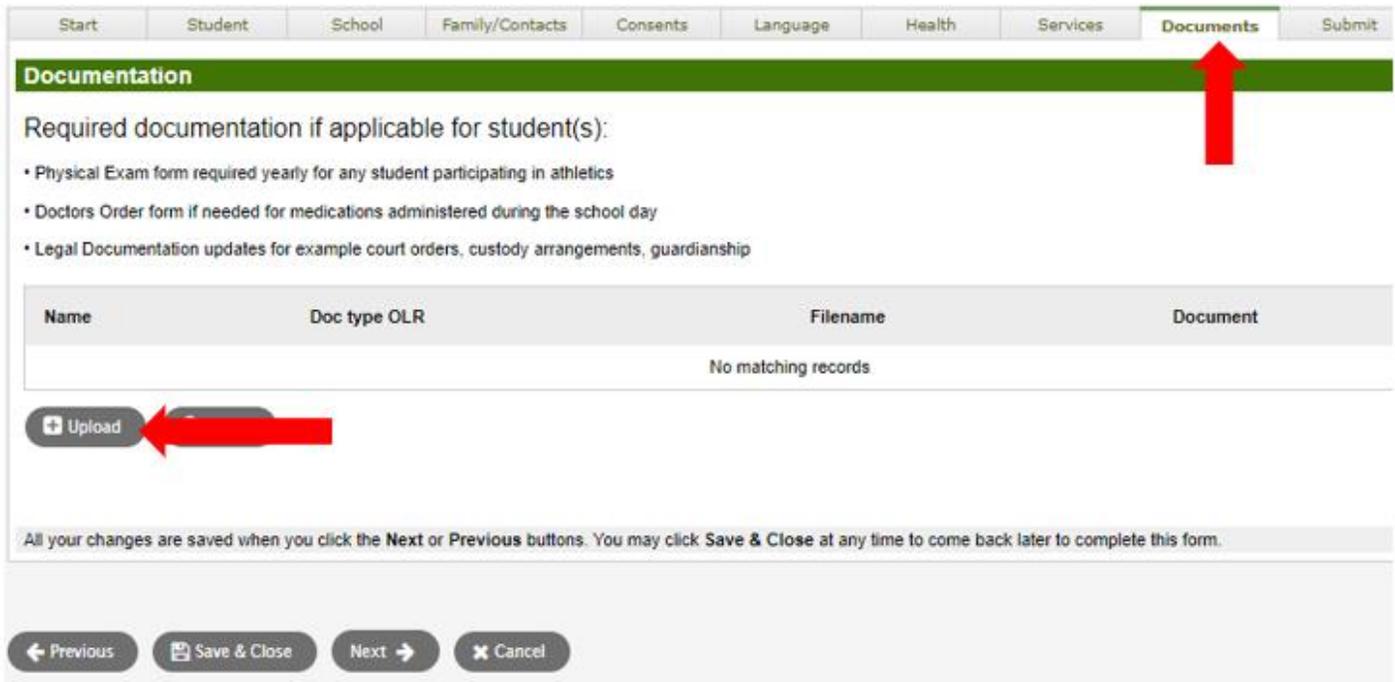
Emergency contacts can only Recieve student(s) and will be contacts in the event of a school emergency. Please choose someone other than the Primary contacts.

First Name	Last Name	Relationship	Home Phone	Cell Phone
No matching records				

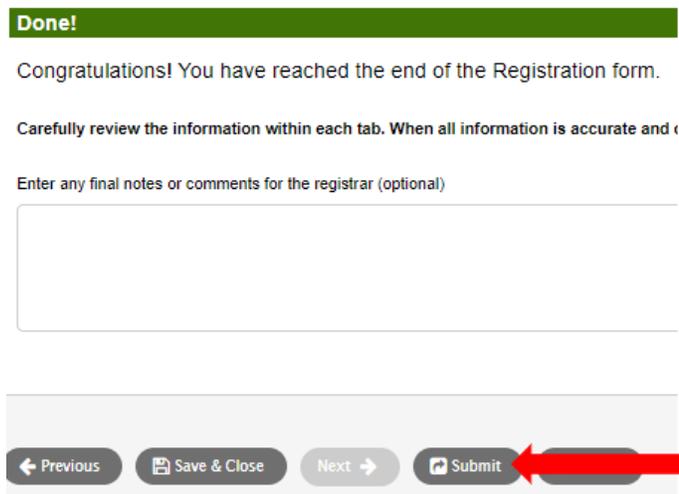
13. Go through the **next** tabs: Consents, Language, Health, and Services. Fill out all of the information on each tab and click 'next' to proceed.



14. On the **DOCUMENTS TAB**: Please upload your child's physical exam even if it is an old one! Upload any court documents, if applicable. Click 'next'.



15. Once you are done you **MUST** click 'submit'.



16. You are only complete once you receive this confirmation then you can click 'close'.

Thank you for completing this online registration.

The next step is for the school to review and accept the registration. **You will receive an email notification when your registration has been accepted.**

Name	Description	Print
Online Registration Summary		<input checked="" type="checkbox"/>





**BE SURE YOU CLICK SUBMIT AND
CLOSE BEFORE CLOSING YOUR
REGISTRATION.**

