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: <u>https://shawsheentech.sherpadesk.com/portal/</u>
- 1. Click think link to create an Aspen account: <u>Aspen: Log On (myfollett.com)</u>

Login ID		
	Request an a	ccount
Password		
Trouble logging in?	I forgot my pas	ssword
+3 Log On		
This is a non-public p intended for authorize	oortal and is ed users only.	ô
Protecting the privacy	and security of	*

a. Click request an account

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

Account Type	
Please choose one of the available account types below.	
I am a parent/guardian registering my child online Choose this option if you have never created an Aspen SIS account	
Click here to have the account validation email resent	
Next Step	X Close

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

First name *		
Last name *		
Address line 1 *		
Address line 2		
City *	Bedford V	
State/province *	MAV	
Postal code *		
Home Phone *		

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

Please fill in your use	r account information below.
Primary email *	
Confirm email *	
Password *	Requirements
Confirm Password	
Security question *	What city were you born in?
Security answer *	
Confirm answer *	
← Previous Step	Create My Account

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



6. Go to your email and find the email from <u>aspen@shawtech.org</u> – 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':

NEW STUDENTS

FOR NEW STUDENTS, ENROLLING FOR THE FIRST TIME IN NAME OF SCHOOL DISTRICT. Click "Initiate" below to start a New Registration and register your student for the first time.

For the best experience, please use a laptop or desktop computer to complete these forms. At the current time, they are not mobile-friendly.



Recent Activity

Last 30 days 🗸

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
Instruction	s								
Welcome to the Please have the Physical Exan Medication Or Legal Docume If you have any	e Registration Po e available docume n form required yea der form if needed intation updates fo y questions, pleas	rtal.You must hi ents ready for upi arly for any stude for medications a r example court o se email registra	t the SUBMIT button oad as you go through nt participating in athle administered during the orders, custody arrange ttion@shawtech.org of	at the end of thi this process. So tics. e school day ements, guardian or call 978-671-3	is process to com me of the documer hship 3641	plete the Registr	ation. It Student Registra	tion.	
School Yea	r Selection								
To begin registr	ation, select a sch	ool year below:							
 2023-2024 2024-2025 	-								
All your change	s are saved when	you click the Nex	t or Previous buttons.	You may click S	ave & Close at any	y time to come ba	ck later to complet	e this form.	
	Save & Clos	e Next 🔶							

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
Student Info	rmation						
Legal Name							
First *			- 4				
Middle							
No middle nam	ie 🗌						
Last*							
Suffix							
Gender *							
Birth and Cit	izenship						
Place of birth					Country of	citizenship	
City *							
County							
State			Q				
Country			~				
Age and Gra	de Level						
Enter the student's	s date of birth, wh	ich will determin	ne the grade for the scl	hool year.			
Date of birth *				-			
Age as of Sept 1		0					
Grade level for re	gistration year*			MAKE SUF	RE THIS IS 09	1	

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 Se	election								
Select the bu	utton next to the schoo	l (Shawshee	n Valley Technical Hig	gh School) then	click the Next b	utton to continu	e.		
Deguized: Sala	at the asheel appropriate	a far usur add							
Required. Sele	et the school appropriate	e for your add	ress						
Selected: Sha	awsheen Valley Te	echnical H	igh School			Filter th or city:	is list by school nam	ie	
Requ	ested School			Line1		City	Phone1	StartGrade	En
Shaw	sheen Valley Technical H	High School		100 Cook St	reet	Billerica	978-667-2111	09	12
▲									
Al ur change	es are saved when you	click the Next	or Previous buttons.	'ou may click Sa	ve & Close at an	v time to come ba	ack later to complete	this form.	

12. Next is the **FAMILY/CONTACTS TAB.** Take your time in this section! <u>ONLY</u> enter parents/legal guardians' information into Primary Contact 1 and Primary Contact 2. <u>MAKE SURE</u> 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 Lang	juage Health	Services	Documents S	lubmit
Each Studen Family Portal Communicati documentatio	It can have tw I information ion. The ema on. Please u	vo Primary cor and their Stud iil addresses a se the Docum	ntacts, who must b lent(s) records, wi and cell phone num nents tab for all u	e parent or legal g I be able to Dismis nbers will be used a ploads.	uardians. Primary s and Receive thei as listed. NOTE: Le	Contacts will be p ir Student(s), and egal Guardians m	rovided access to will also receive / ust provide LEG/	o the Aspen ALL District AL
Primary Con	ntact 1 🔶							
Click on your nan	me to complete yo	our own record.						
First Na	ame La	ast Name	Relationship	Portal Access	Home Phone	Cell Phone	Email	
Brittney	Fe	erguson		Yes	7815260204		brittneyfergie@yal	hoo.com
Primary Con	ntact 2							
Click Add button f	to add your Priori	ty 2 contact. Only	1 per Contact					
Einst Name	Last	t Name	Relationship	Portal Acces	s Hom	ne Phone	Cell Phone	Email
rinst Name								
First Name				No matching r	ecords			
Add	🖻 Delete			No matching r	ecords			
Add Emergency	Delete			No matching r	ecords			
Add Emergency conta	Delete Contacts acts can only Rec	ieve student(s) and	d will be contacts in the	No matching i	ecords ncy. Please choose som	eone other than the Prir	nary confacts.	
Add Emergency onta	Delete Contacts acts can only Rec	ieve student(s) and Last Name	d will be contacts in the	No matching r event of a school emerge Relationship	ecords ncy. Please choose som Home F	eone other than the Prir Phone	nary contacts. Cell Phone	
Add Emergency Emergency conta First Name	Delete Contacts acts can only Rec	ieve student(s) and Last Name	d will be contacts in the	No matching i event of a school emerge Relationship No matching i	ecords ncy. Please choose som Home F ecords	eone other than the Prir Phone	nary confacts. Cell Phone	,

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.

Start	Student	School	Family/Contacts	Consents	Language	Health	Services
Student Inf	ormation						

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'.

Start	Student	School	Family/Contacts	Consents	Language	Health	Services	Documents	Subm
ocument	ation								
equired o	documentatio	n if applica	ble for student(s	s):					
hysical Exar	n form required vea	rly for any stude	ent participating in athle	tics					
octors Order	r form if needed for	medications ad	ministered during the se	thool day					
Legal Docume	entation updates for	example court	orders custody arrange	ments quardia	nship				
Jogar Doctaria		example court	orders, costody analig	antenia, gaarata	in the second seco				
Name		Doc type OL	R		Filenar	me		Document	
					No matching records	5.			
		-							
+ Upload									
			_						
your change	es are saved when	you click the Ne	xt or Previous buttons.	You may click 5	Save & Close at any	time to come ba	ack later to complet	te this form.	
Previous	Save & Close	Next -	X Cancel						
	222	222 22	20 M						

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

Done!
Congratulations! You have reached the end of the Registration form.
Carefully review the information within each tab. When all information is accurate and c
Enter any final notes or comments for the registrar (optional)
🗲 Previous 🔛 Save & Close Next 🔿 💽 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

 Online Registration Summary
 Print



X Close

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

