

## Shawsheen Tech – New Student Registration Directions

Please read all the directions carefully.

- **Must be completed on a desktop/laptop. This will not work on a mobile device**
- **New Families:** Please follow all the directions to create a family Aspen account and complete your registration.
- **Existing Families (families with current Shawsheen Tech students):** If you currently have a Shawsheen Aspen account log in using your parent login information not your student's login information and **jump to step 8 once logged in.**
- Existing Shawsheen Tech families, if you forgot your username (email address) and password please read the instructions below. If you still need to submit a help desk ticket the instructions are on the last page.
- **If you require any assistance – there will be staff available during the Parent/Guardian Information Night to assist you in processing your Aspen Registration.**
- Please have your current or most recent physical exam saved as a PDF to attached during this process.

*Aspen can translate this document into Haitian Creole, Spanish, and Portuguese. Please click the drop down in the upper left corner to change your language preferences.*

*Aspen ka tradui dokiman sa a nan kreyòl ayisyen, panyòl, ak pòtigè. Tanpri klike sou gout la desann nan kwen anwo gòch chanje preferans lang ou.*

*Aspen puede traducir este documento al criollo haitiano, español y portugués. Haga clic en el menú desplegable en la esquina superior izquierda para cambiar sus preferencias de idioma.*

*Aspen pode traduzir este documento para crioulo haitiano, espanhol e português. Clique no menu suspenso no canto superior esquerdo para alterar suas preferências de idioma.*

Spanish

US English

Creole (Haitian)

Spanish

Portuguese

Follett Aspen

Shawsheen Valley Technical High School

ID de inicio de sesión

test

Contraseña

....

[¿Tienes problemas para iniciar sesión?](#)

Inicia sesión

Solicitar cuenta

OR

Log into SHAWSHEEN'S Aspen account. (Make sure you are not going to your 8<sup>th</sup> grade schools Aspen account.

- a. Click here for Shawsheen's Aspen: [Aspen Logon](#)
- b. Make sure it says Shawsheen Valley Technical High School and click **Request Account**

**Follett Aspen**

Shawsheen Valley Technical High School

FAMILY Portal Log in

Password

[Trouble logging in?](#)

Log In

Request Account

OR

STUDENT & STAFF Log in

1. A pop-up should appear. Click the first option to begin registration.

## Create Your Aspen Account

→ [Click or tap here](#) if you are new to the district and the system doesn't contain any of your information.

[Click or tap here](#) to have the account verification email resent.

2. Complete the first section with the primary parent/guardians contact information and click **next**.

PERSONAL INFORMATION ACCOUNT INFORMATION

First Name

Parent First Name

Last Name

Parent Last Name

Address Line 1

Parent Primary Address

Address Line 2

(Optional)

City

Bedford ▾

State/Province

MA ▾

Postal Code

01887

Primary Phone

9786713641

Previous

Next

Close

3. Complete this section with the primary parent/guardian account information and click **Create My Account**.

### Create Your Aspen Account

PERSONAL INFORMATION **ACCOUNT INFORMATION**

Primary Email

Confirm Email

Password

Confirm Password

Security Question

Security Answer

Confirm Security Answer

[Previous](#) [Next](#) **Create My Account**

4. If completed correctly you should receive the following pop-op

### Create Your Aspen Account

#### Account Request Processed!

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 and password you just entered.

[Close](#)

5. Go to your inbox of the email account that you used to confirm you received the verification. It would come from [aspen@shawtech.org](mailto:aspen@shawtech.org). If received, click ‘**click here**’ within the email to confirm your email address.

Welcome! Please verify your Aspen email address Inbox x

Aspen Support <aspen@shawtech.org>  
to me ▾

Hi Parent First Name Parent Last Name,

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

6. When you click ‘click here’ you will automatically be brought back to Shawsheen’s Aspen website and receive this confirmation. Click ‘**close**’.

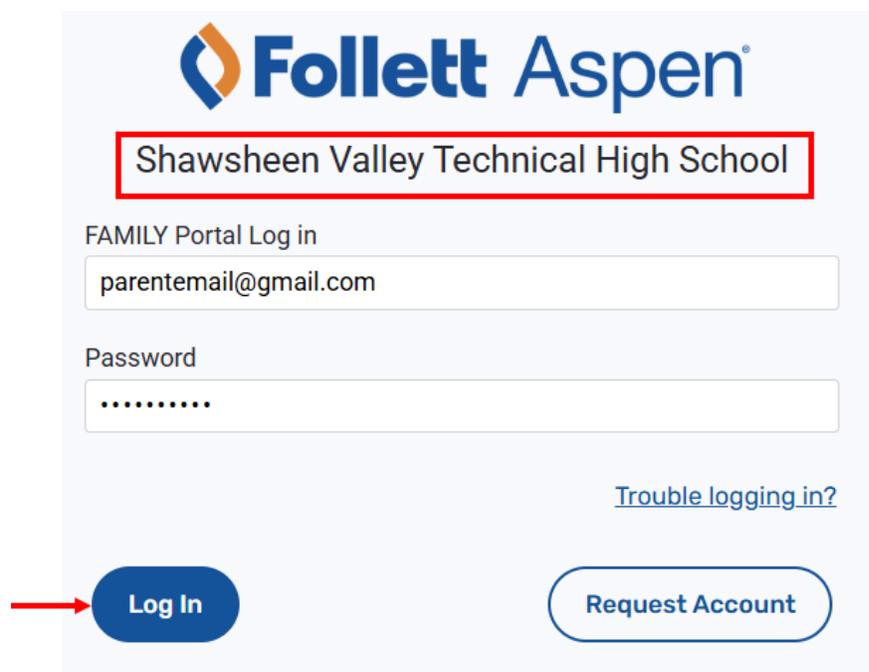
### Account Verification

Verification completed successfully!

Your account is now active.



7. Now you can login with the email address and password you used to create your account and complete your new student registration. Enter your email address, password, and click ‘**log in**’.



**Follett Aspen**

Shawsheen Valley Technical High School

FAMILY Portal Log in

parentemail@gmail.com

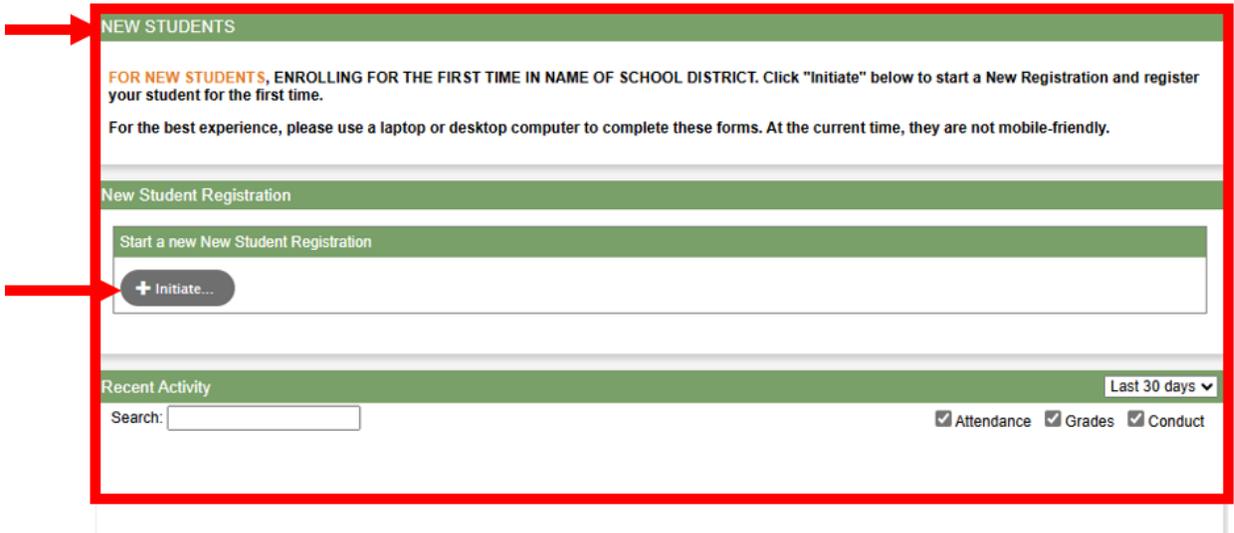
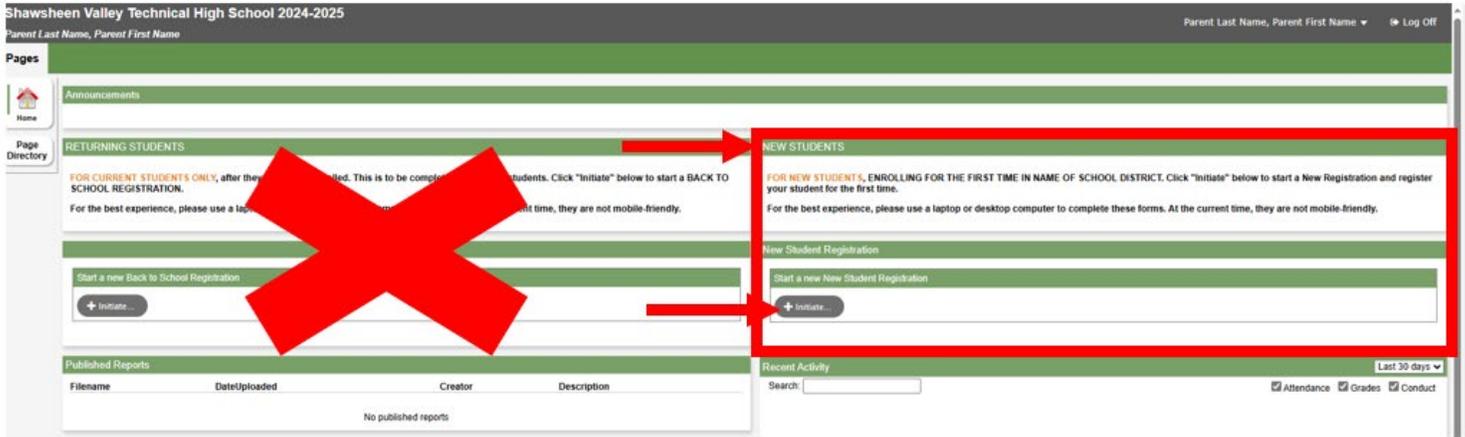
Password

.....

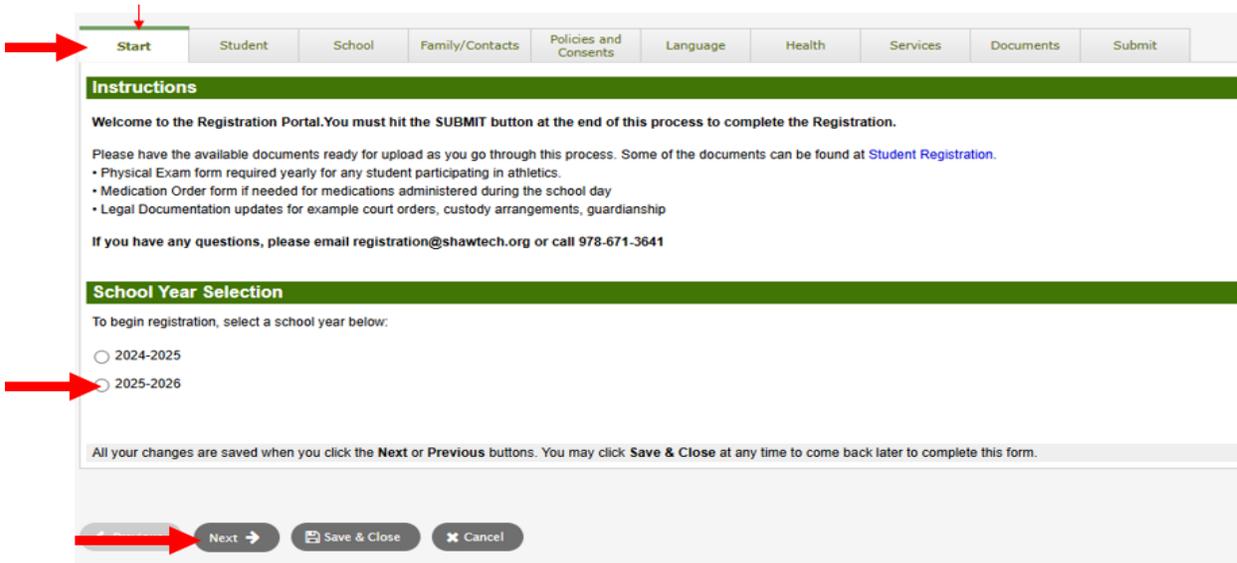
[Trouble logging in?](#)

**Log In** **Request Account**

8. This is the most important part to follow. **Be sure to review the NEW STUDENT REGISTRATION on the RIGHT side of your screen.** Do NOT click back to school registration. Click 'initiate'.



9. You will be on the START tab. Tab 1 of 10. Be sure you click School Year 2025-2026 and click '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 on edit to verify and update your address. Click 'next'.

The screenshot shows a registration form with the following sections:

- Navigation:** Start, **Student**, School, Family/Contacts, Policies and Consents, Language, Health, Services, Documents, Submit.
- Student Information:**
  - Legal Name:** First \* (Brittneytest), Middle, No middle name (checkbox), Last \* (Testferguson).
  - Suffix (dropdown), Gender \* (F dropdown).
- Birth and Citizenship:**
  - Place of birth:** City \*, County, State (with search icon), Country (dropdown).
  - Country of citizenship (dropdown).
- Age and Grade Level:**
  - Enter the student's date of birth, which will determine the grade for the school year.
  - Date of birth \* (calendar icon), Age.
  - Age as of Sept 1: 0.
  - Grade level for registration year \* (09 dropdown).

Red arrows point to the 'First \*' and 'Last \*' fields in the 'Legal Name' section, and to the 'Date of birth \*' and 'Grade level for registration year \*' fields in the 'Age and Grade Level' section. A yellow box highlights the 'Grade level for registration year \*' dropdown with the text 'MAKE SURE THIS IS 09'.

**Ethnicity and Race**

Hispanic or Latino  
 No  
 Yes

Select all that apply:  
 African American  Asian  Caucasian  Native American  Pacific Island

**Phone Information**

Enter the primary phone number (e.g., home). Contact numbers will be entered on the next page  
 Phone numbers will be formatted according to the pattern: 918-123-4567

Phone type      Number

Student Cell Phone

Student Home Phone

**Address Information**

The physical address of the student must be entered. A mailing or other addresses should be entered **only if different** from the physical address.

Physical Address      Mailing Address

Mailing address same as physical \*

**Housing / Residence**

Is your current address a temporary living arrangement?

Please identify any living arrangements that apply:

- Homeless
- Foster Care
- Unaccompanied Youth (Homeless)
- Dwelling Arrangement

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 fo

11. Next on the SCHOOL tab. Be sure you select Shawsheen and click 'next'.

Start   Student   **School**   Family/Contacts   Policies and 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 Grade
<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. Please review this section carefully. To edit the primary contact click on the blue name to be able to edit the information. Click **'add'** to add any other PRIMARY or emergency contacts. Document if there are any legal concerns we should be aware of and click **'next'**.

Start Student School **Family/Contacts** Policies and 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
	Parent First Name	Parent Last Name		Yes	9786713641		bfodansweringservice@gmail.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						

 Add Delete

**Emergency Contacts**

Emergency contacts can only Recieve student(s) and will be contacted 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				

 Add Delete

**Legal Information**

  Is this student subject to a parenting plan or any court order?

  Are there any orders of protection in place?

If you answered Yes to either of the questions above, you are required to submit copies of these documents to the school. Provide a brief summary here if you choose.

**Siblings**

Siblings ALREADY attending a school in this district

First Name	Last Name	Sibling Grade	School Name
No matching records			

Add Delete

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.

← Previous Save & Close **Next →** ✕ Cancel

13. Go through the next 3 tabs and review the policy and consents, language, health, and services tab carefully. Click next all the way through.



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'.

The 'Documents' tab is selected and highlighted in green. Below the navigation bar is a green header labeled 'Documentation'. Underneath, it says 'Required documentation if applicable for student(s):' followed by a bulleted list: 'Physical Exam form required yearly for any student participating in athletics', 'Doctors Order form if needed for medications administered during the school day', and 'Legal Documentation updates for example court orders, custody arrangements, guardianship'. Below this is a table with columns: Name, Doc type OLR, Filename, and Document. The table is empty with the text 'No matching records' centered below it. At the bottom left, there are two buttons: 'Upload' (highlighted with a red box and a red arrow) and 'Delete'. At the bottom, there is a navigation bar with buttons: 'Previous', 'Next' (highlighted with a red arrow), and 'Cancel'. A message at the top of the content area says: 'All your changes are saved when you click the Next or Previous buttons. You may click Save &amp; Close at any time to come back later to complete this form.'

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 com

Enter any final notes or comments for the registrar (optional)

A final navigation bar with five buttons: 'Previous', 'Save &amp; Close', 'Submit' (highlighted with a red box and a red arrow), and 'Cancel'.

16. You will receive a confirmation once you click submit on Aspen and in your email.

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"/>

Print Close

## Online Registration for Brittneytest Testferguson received Inbox x

aspen@shawtech.org

to ▾

This is confirmation that we have received the registration you submitted for Brittneytest Testferguson.

The office will review your registration. Once accepted, you will receive a follow-up email confirming your students enrollment.

*Please be advised that the Massachusetts Attorney General has determined that email is a public record.*

17. You will also see on your Shawsheen Aspen account that it is submitted, and the admissions office has to review it.

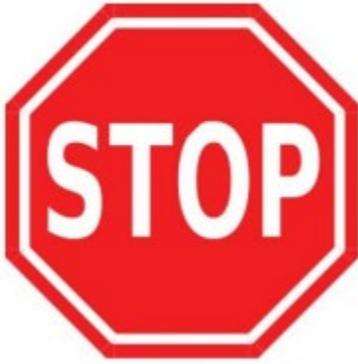
**New Student Registration**

Start a new New Student Registration

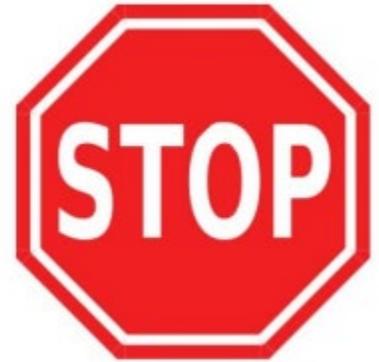
+ Initiate...

Resume working on any New Student Registration that has already been started

Name	Grade	School > Name	Workflow Phase	Actions
Testferguson, Brittneytest	09	Shawsheen Valley Technical High School	<b>Awaiting review</b>	



ONLY if you require assistance, please follow the instructions below to fill out a Help Desk Ticket.



If you need additional support accessing ASPEN, please use the following link:

<https://shawsheentech.sherpadesk.com/portal/>

- Click on the green 'Submit a Ticket' button.

Submit a Ticket

Check Existing Ticket

- Use **parent** email to log into the ticket system.
- LOCATION: select: **\_Home**
- FIRST NAME: **Parent** first name
- LAST NAME: **Parent** last name
- CLASS: **\_PARENT ASPEN LOGIN ISSUES**
- SUBJECT: **Student's name**
- DETAILS: **Be as specific as possible of the issues you are encountering.**
  - Screenshots are helpful.