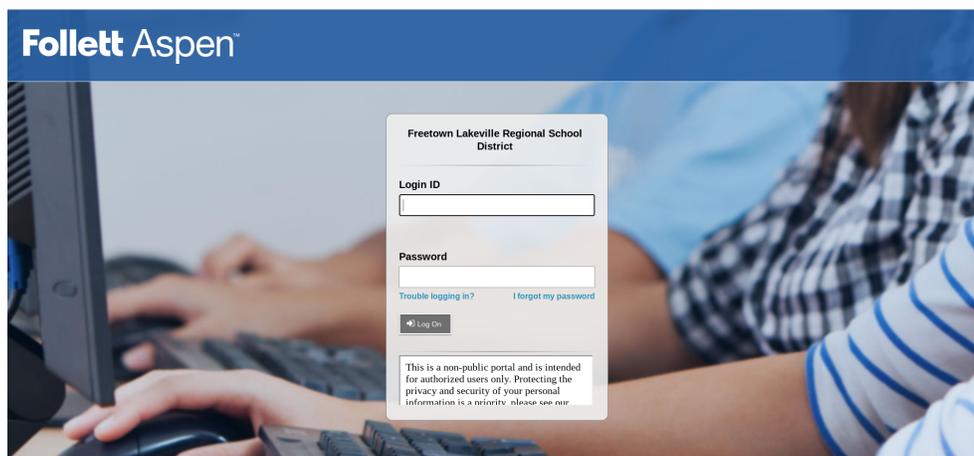


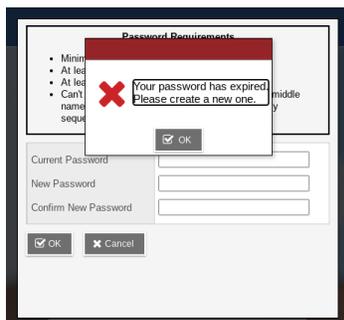
## Navigating the Aspen Family Portal

### Sign In

Sign into your Aspen account at <https://ma-flrsd.myfollett.com/aspen/logon.do>. We recommend signing in on a mobile device until you have set up your security preferences.



The login ID for all family users is your primary email address. If you are unsure of your username or password, please contact your child's school or email [aspenhelp@freelake.org](mailto:aspenhelp@freelake.org).



You should have received an email with your username and your one-time password. When you sign in, you will be prompted to create a new password. Make sure that it is a password that you can easily remember and that others won't be able to guess.

You may also be prompted to set up a security question and answer. You can set this up at any time. Signing in on a laptop or desktop may be unavailable until these preferences are set. Setting up a security question and answer will allow you to request a new password if you ever forget it.

If you do forget your password and are unable to reset it, please contact your child's school or email [aspenhelp@freelake.org](mailto:aspenhelp@freelake.org).

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**Welcome to Aspen!**

**Security Preferences Update**

To enable self serve password recovery, please provide the following information

Email Address

Security question

Security answer

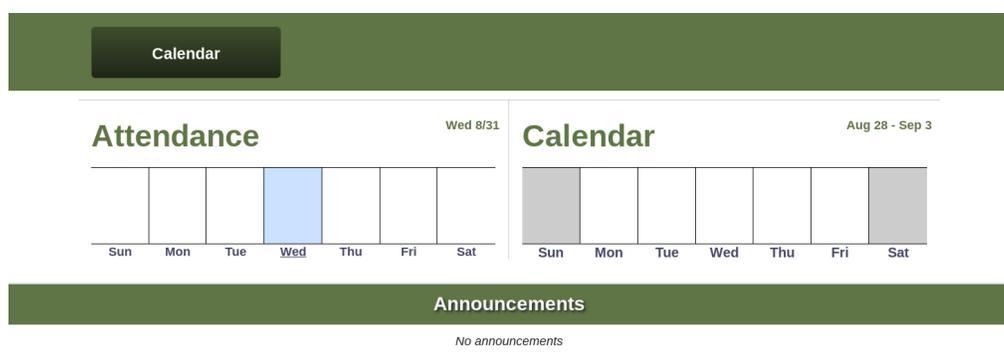
Confirm answer

## Site Views

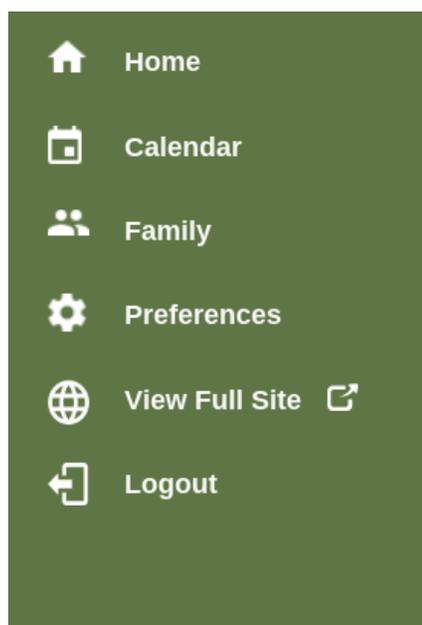
There are two site versions: Aspen Express and Full Site. Both versions are available on either a mobile device or computer, and you have the ability to switch back and forth between the two.

### Aspen Express - Home Page

On your home page, you will be able to view **Attendance**, a weekly **Calendar** of assignments, **Courses** and **Announcements** for your student. Click the **Calendar** button to view a monthly calendar for your student's classes. Course information may be unavailable in the Aspen Express view prior to the first day of school but can always be viewed in the Full Site.



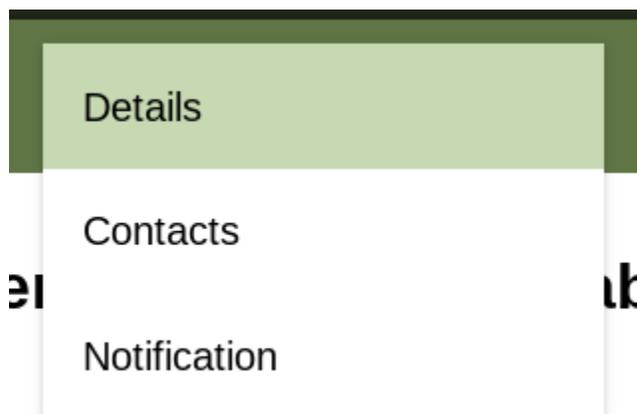
Your student's name will appear in the top left of your Home Page. If you have more than one student in the FLRSD, you will be able to select a student in a drop-down menu.



### Aspen Express - Menu

Click on the 3 horizontal lines in the upper left corner to access your site menu. Here you will find another link to your **Home Page** and **Calendar**, a **Family** tab where you can view more detailed information about your student(s), Site **Preferences**, a link to switch to the **Full Site View**, and the **Logout** button.

## Aspen Express - Menu - Family



The **Family** tab allows you to view more detailed information about your student(s). You'll notice a drop-down menu on this page with 3 options: **Details**, **Contacts**, and **Notification**. If you have more than one student in the FLRSD, there will be a second drop-down menu to select a student.

**Details:** view your student's basic information, such as address, date of birth, grade level, and homeroom teacher.

**Contacts:** view the contact information for your student. Please contact your child's school if any of this information is incorrect.

**Notification:** You may choose to set up an email notification for attendance, grades, or both. If you opt into the grades notification, you will be asked to set a specific threshold for grades that you would like to have reported to you.

Preferred language

\* Primary Email

\* Confirm Email

Alternate Email

\* Security Question

## Aspen Express - Menu - Preferences

Under **General**, you can view and edit your primary email, and enter an alternate email if you wish.

Under **Security**, you can set up a security question and answer for password recovery, and reset your password.

## Aspen Express - Menu - View Full Site

Click this option in your menu to switch to the Full Site view.

## Aspen Full Site - Home Page

On your Home Page in the Full Site, you can view much of the same information as in the Express site, such as announcements, upcoming assignments, and attendance. There is also a link at the top of your home page to return to the Aspen Express view.



The **Recent Activity** section lists your student's recent grade and attendance activity.



The **Published Reports** section is where you will be able to view your student's report card later this year.

Published Reports			
Filename	DateUploaded	Creator	Description

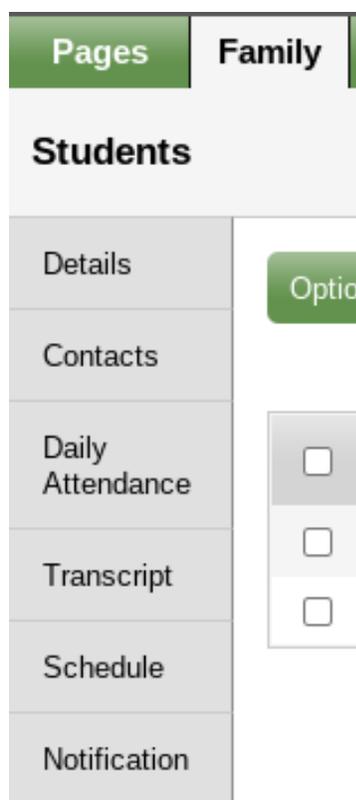
The **To Do** section on your home page lists assignments that are due today, tomorrow, and those that are overdue. If you have more than one student in the FLRSD, select each student's name from the drop-down menu here to see their assignments one at a time.

To Do			
<input checked="" type="checkbox"/> Overdue Online Assignments	<input checked="" type="checkbox"/> Tomorrow	<input checked="" type="checkbox"/> Today	<a href="#">Week View</a>
<b>Overdue Online Assignments</b>			
Course	Assignment	Category	Due
No assignments scheduled.			
<b>Today: Thursday, September 1</b>			
Course	Assignment	Category	Completed
No assignments scheduled.			
<b>Tomorrow: Friday, September 2</b>			
Course	Assignment	Category	Completed
No assignments scheduled.			

## Aspen Full Site - Family tab

Click on the **Family** tab at the top of your home page to view detailed information about your student(s). If you have multiple students, you can select them one at a time from the list.

Click on one of the side tabs to view more information about your student:



**Details**: view your student's basic information, such as address, date of birth, grade level, and homeroom teacher.

**Contacts**: view the contact information for your student. Please contact your child's school if any of this information is incorrect.

**Daily Attendance**: view attendance history for your student. The default setting shows attendance records for the current school year. Click on the filter icon in your toolbar to view all records. In some cases, the attendance records may not all fit on one page. Click on the drop-down menu to jump to a specific date, or click on the arrow next to the drop-down menu to advance to the next page.

**Transcript**: view transcript records for your student. This page also defaults to the current year. Use the filter icon to switch to current school or all records. To view transcript records from a previous school in the FLRSD, you will need to select All Records and choose the corresponding transcript template by clicking the book icon on the right of your toolbar.

**Schedule**: view your student's current schedule. You may view the schedule as a list or as a matrix. Click on the name of the view in blue to switch from one view to the other.

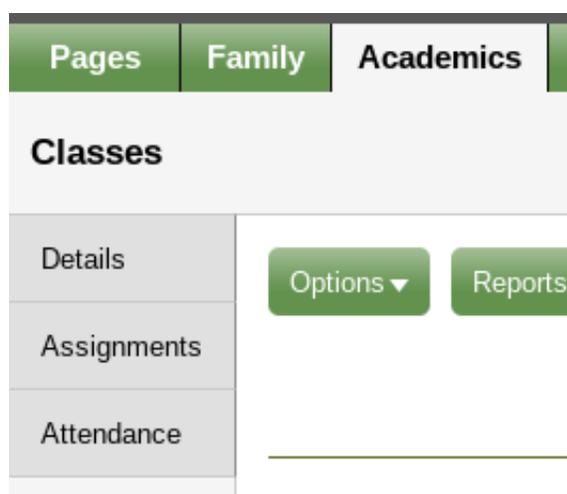
**Notification**: You may choose to set up an email notification for attendance, grades, or both. If you opt into the grades notification, you will be asked to set a specific threshold for grades that you would like to have reported to you.

## Aspen Full Site - Academics tab

On the **Academics** tab, you will see a list of your student's courses for the current year. If you have more than one student in the FLRSD, click on the drop-down menu to view their courses one by one.

**Note:** If you are viewing this tab prior to the first day of school, no classes will be listed. You will need to choose a term from the drop-down menu on the right, or choose All Terms to view all courses for the year.

Click on one of the side tabs to view more information about a class:



**Details:** view the teacher, room number, and your student's class attendance and average

**Assignments:** view assignments for this class. You can narrow your list by category and/or term in the drop-down menus at the top of the page. Click on an assignment to view more detailed information.

**Note:** At this time, elementary assignments will not be entered into the portal.

**Attendance:** view your student's attendance for this class

## Aspen Full Site - Calendar tab

Click on the **Calendar** top tab to view a daily, weekly, or monthly calendar of your child's assignments.