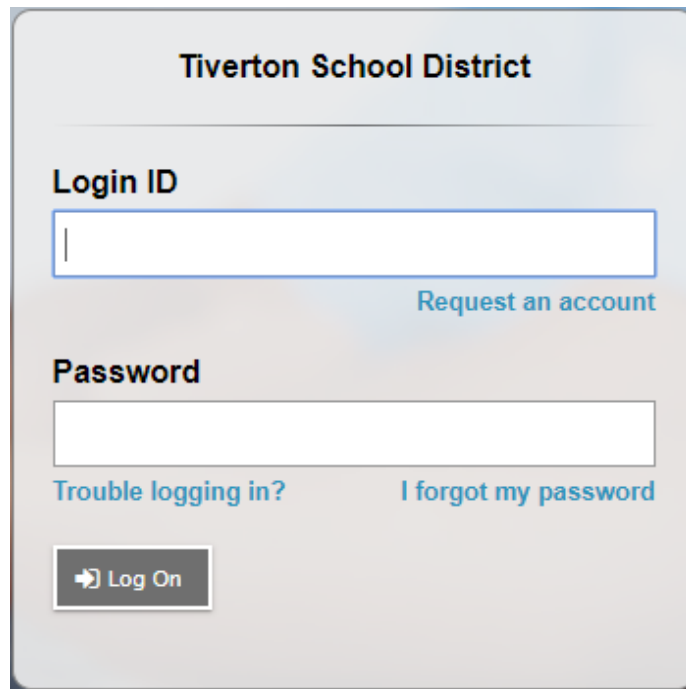


How to Create a Family Portal ASPEN Account: for existing Tiverton families

This manual will take you step-by-step in creating a family account in the ASPEN Student Information System. The ASPEN family portal is a great resource for accessing your child's grades, schedule, attendance, and updating your contact information. Beginning April 2020, it is also necessary to have an ASPEN account in order to register your child with Tiverton Public Schools.

To create your ASPEN account:

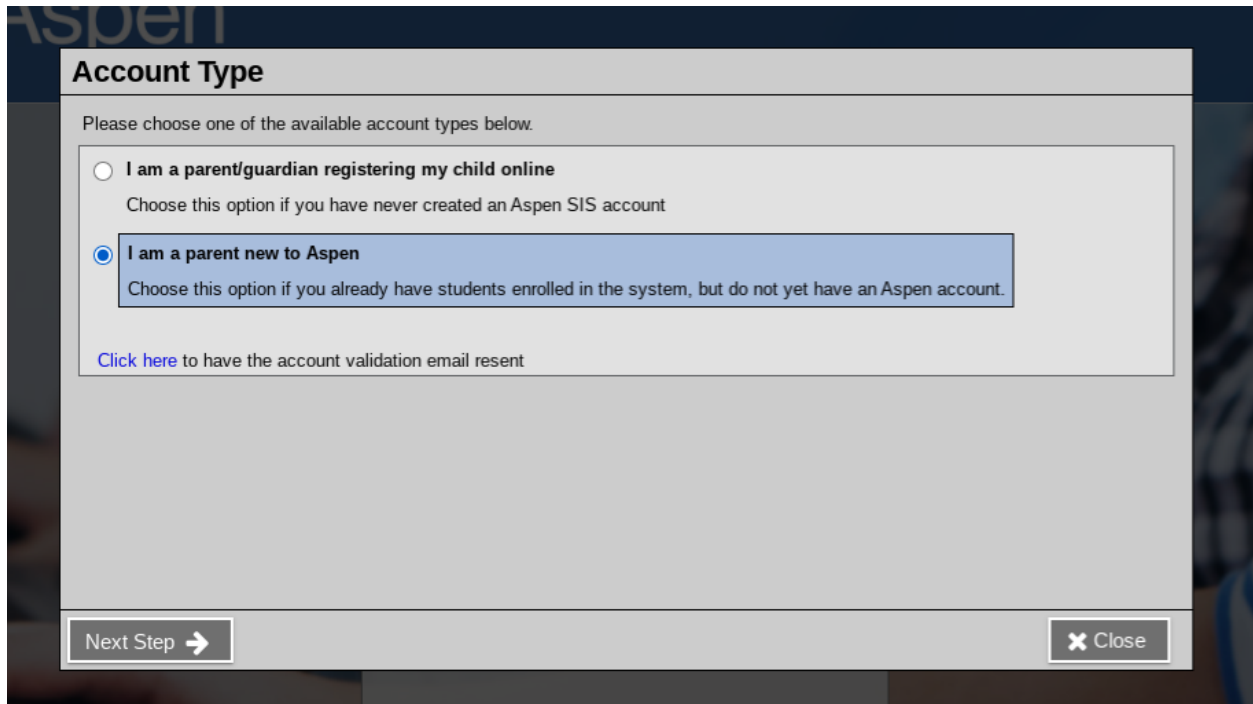
1. Go to the ASPEN home page for Tiverton Public Schools:
<https://ri-tiverton.myfollett.com/aspden/logon.do>



The screenshot shows the login interface for the Tiverton School District ASPEN system. At the top, it says "Tiverton School District". Below that is a "Login ID" label and an empty text input field. To the right of the input field is a blue link that says "Request an account". Below the "Login ID" field is a "Password" label and another empty text input field. Below the password field are two blue links: "Trouble logging in?" and "I forgot my password". At the bottom left is a button with a right-pointing arrow and the text "Log On".

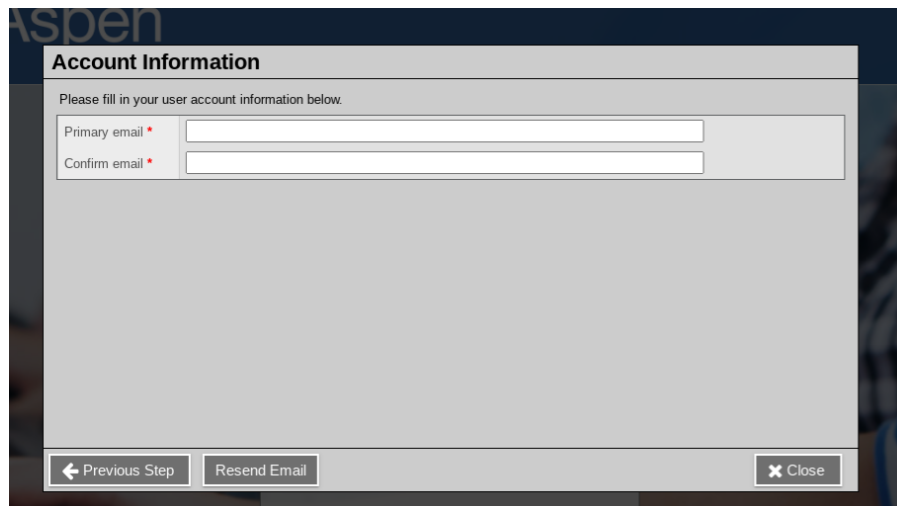
2. Click on "**Request an account**". Please note that this link may not appear on mobile phones.

- The next screen will ask you to choose one of the available account types. Select the option, "***I am a parent new to Aspen***" if your child is already registered with Tiverton Public Schools.



The screenshot shows a web form titled "Account Type". At the top, it says "Please choose one of the available account types below." There are two radio button options. The first is "I am a parent/guardian registering my child online" with the instruction "Choose this option if you have never created an Aspen SIS account". The second option, "I am a parent new to Aspen", is selected and highlighted in blue, with the instruction "Choose this option if you already have students enrolled in the system, but do not yet have an Aspen account." Below the options is a link that says "Click here to have the account validation email resent". At the bottom of the form are two buttons: "Next Step" with a right-pointing arrow and "Close" with an 'x' icon.

- Choose "***Click here***" to receive an account validation email. A window will appear asking you to enter and confirm your primary email. Click "***Resend Email***" when finished. Please note that the email address you use here must be the one that you provided to Tiverton Public Schools when your child was registered. Contact your child's school with any further questions. Then click "***Next Step***".



The screenshot shows a web form titled "Account Information". It says "Please fill in your user account information below." There are two input fields: "Primary email" and "Confirm email", both marked with a red asterisk. Below the input fields are three buttons: "Previous Step" with a left-pointing arrow, "Resend Email", and "Close" with an 'x' icon.

5. ASPEN will send a validation code to your primary email. You'll need to enter the security code on the next page, along with your last name and date of birth. Then click "**Next Step**".

Validation Information

These fields uniquely identify you within Aspen. The system will link up your new user account with existing family, contact, student information already in the system. The data must match 100% to continue. For issues, contact your district directly.

Security code *	<input type="text"/>
Last name *	<input type="text"/>
Date of birth *	<input type="text"/>

← Previous Step Next Step → ✕ Close

6. On the Personal Information screen, fill in the fields with your information. Please note that fields marked with a red asterisk are required and must be completed before moving on. Then click "**Next Step**".

Personal Information

Please fill in the requested data below.

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"/>
State/province *	AK ▼
Postal code *	<input type="text"/>
Phone 1 *	<input type="text"/>

← Previous Step Next Step → ✕ Close

7. On the Account Information screen, add your email and choose a password (click "**Requirements**" for more information). Choose a security question and type in the answer.

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 *	What are the last 4 digits of your SSN? ▼
Security answer *	<input type="text"/>
Confirm answer *	<input type="text"/>

← Previous Step Create My Account ✕ Close

8. Click "**Create My Account**". A message will appear confirming that the account request was processed. A verification email will be sent to the email address you provided.

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.

✕ Close

9. To verify your account, navigate to your email and locate the verification email from ASPEN. Click on "**Click here**" to verify your email address and activate your account.

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

10. In order for your account to be activated, a District Administrator must approve your request and enable your account. If your account has not yet been enabled, you will see this message:

Email Validation

✘ Account already verified

If you cannot log in normally, the account may still be awaiting district verification. You will receive another email when your account has been verified by the district and enabled. If you cannot log in and have not received an activated account email, please contact your system administrator.

[✘ Close](#)

Once your account has been enabled by an administrator, you will receive a second email with the message below. Select “**Click here**” to log into Aspen. Use your email address as the username and the password that you created in Step 5.

Greetings from Aspen.

An administrator has reviewed your account request and activated your account. You may [click here](#) to log into Aspen. Use your email address and the password you provided during the request process.

Thank you,
Aspen System Administrator