

Hello New Aspen Parent Portal User:

Parent/Guardian of: **Learning Community:** **Grade:**

Your Login ID is: **Your temporary password is:**

Welcome to the Aspen family portal.

Please note that your log in ID is the email address that we have on file for you. If this email address is incorrect, please call your child's Learning Community Office to update it before proceeding. If you ever change your email address in the future, please let the school know so that we can change your log in to the new email address.

To start using the family portal go to the CPSD Web site and click on the 'For Families' tab. Click on the Aspen link and enter your username and password to log in. You can also just enter aspen.cpsd.us into your browser. Your login ID and temporary password are written at the top of this letter. You should always enter your username using lowercase letters.

The first task we would like you to complete is changing your password. Please change your password to something that you will remember. Enter the password you were given (see top of letter) into the box labeled 'Current Password'. Enter a new password in the 'New Password' box.

Please note that your new password must be at least 8 characters long, contain at least one number, and contain at least one UPPERCASE and one lowercase letter.

Enter the same password again in the 'Confirm New Password' box then click OK.

The screenshot shows a password change interface. At the top, a red error message box with a white 'X' icon contains the text: "Your password has expired. Please create a new one." Below this, there are three input fields stacked vertically, labeled "Current Password", "New Password", and "Confirm New Password". At the bottom left of the dialog, there are two buttons: "OK" and "Cancel".

The second task that we would like you to complete is the set up of your security question to enable password recovery. Please choose a security question and an answer. If you ever forget your password, you'll be prompted to answer this challenge question in order to reset your password.

Security Preferences Update

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

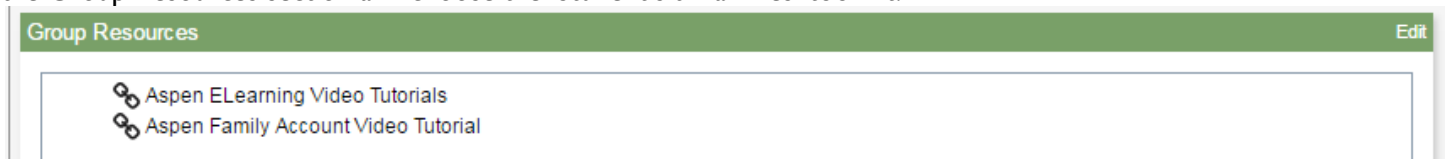
Email 1	<input style="width: 90%;" type="text" value="parent@cpsd.us"/>
Security question	<input style="width: 90%;" type="text"/>
Security answer	<input style="width: 90%;" type="text"/>
Confirm answer	<input style="width: 90%;" type="text"/>

Once you have completed changing your password and updating you challenge questions, your home page will appear.

You can navigate Aspen by clicking on the large tabs across the top of the page. The Family Tab allows you to view information on attendance and conduct. If you have any questions on attendance or discipline please contact your child's school directly by phone or email.

The Academics top tab will allow you to see information about classes. Select a class by clicking on the blue highlighted numbers in the course column. You can view individual assignments for the class by using the assignment side tab.

There is also a link to helpful videos from the main page. You'll click the link titled Aspen ELearning Video Tutorials in the Group Resources section and choose the 'Student's & Families' tool kit.



If you have any questions about using the portal or difficulties logging into the system please Contact your child's Learning Community

Learning Community C	617-349-6674
Learning Community R	617-349-6661
Learning Community L	617-349-6638
Learning Community S	617-349-6652

Or email our CRLS technology center staff at
 Alice Bikofsky
 Jennifer Sloane Green

abikofsky@cpsd.us
jsloangreen@cpsd.us