

## GPS Information Services

Topic: Aspen Portal –Family - First Time Logon Directions.

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This procedure applies to families of GPS students that have been notified by email that their Aspen Family Portal account has been created for them.

The logon page is located at:

<https://ct-greenwich.myfollett.com>

**Step 1:** Enter your login ID and initial password.

**Greenwich Public Schools**

**Login ID**  
myemail@me.com

**Password**

[I forgot my password](#)

**Log On**

Enter your Login ID. This is the **primary** email address you list in Aspen for your contact information.

Your initial password: **neednew1** (this is case sensitive)

Click the 'Log On' button.

**Step 2:** Create a new password for your account

You will get this message when logging in for the first time. Click '**Ok**'



The Aspen system will require you to create a new password. Note the password requirements. For the Current Password, enter **neednew1**

**Password Requirements**

- Minimum length is 8
- At least one number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

**Current Password**

**New Password**

**Confirm New Password**

For 'Current Password' enter **neednew1**

Once you have successfully created a new password, click the 'Ok' button.

### Step 3: Set up your Security Preferences

**Security Preferences Update**

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

**Primary email**

**Security question**

**Security answer**

**Confirm answer**

Your Primary email address will automatically be populated

The Aspen system will require you to set up your security preferences. This is used if you ever forget your password and need to have the password reset.

Primary email: This will automatically be filled in based on the information in the Aspen system. **DO NOT CHANGE THIS.** Your email address is used for password reset and is case sensitive. Select a Security question from the dropdown and enter the Security answer and again in the Confirm answer. You will be asked this question if you need to reset your password.

Click 'Submit' to complete the procedure and be logged into the Aspen Portal.