

## GPS Information Services

Topic: Aspen Portal –Family - Logon Directions.

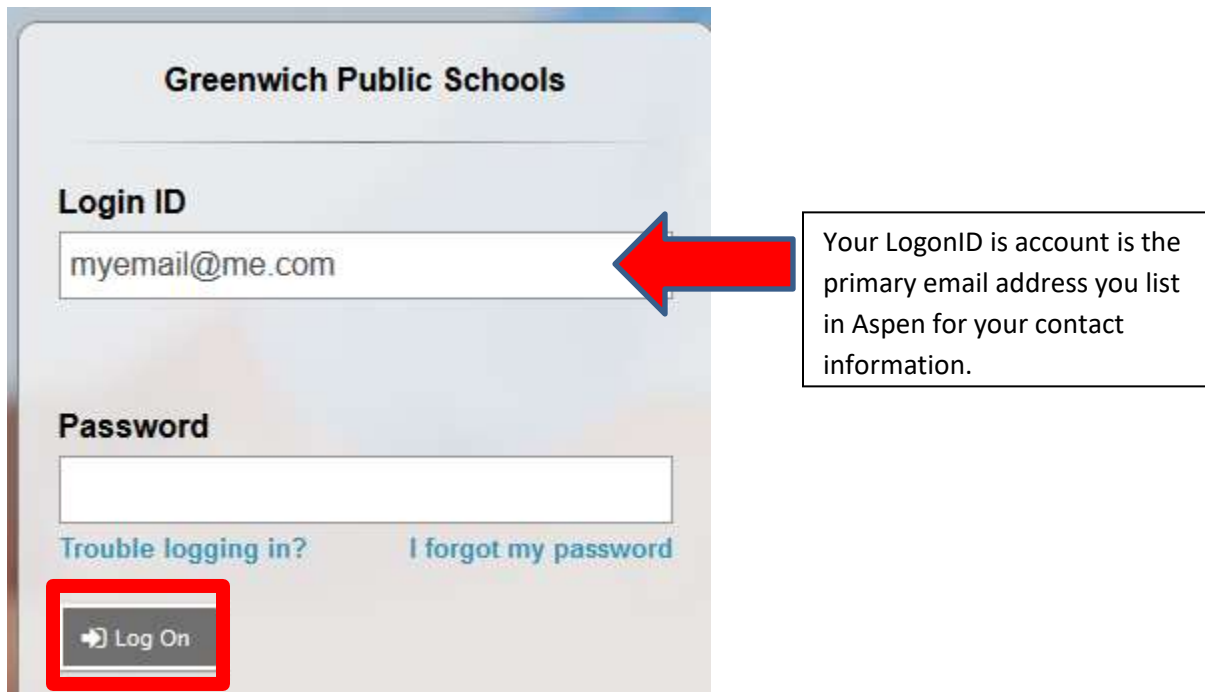
Revised Date: 10/5/2020

This procedure applies to parents of GPS that have been notified by email that their Aspen Family Portal account has been created for them or have had their existing account's password reset.

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**

[Trouble logging in?](#)    [I forgot my password](#)

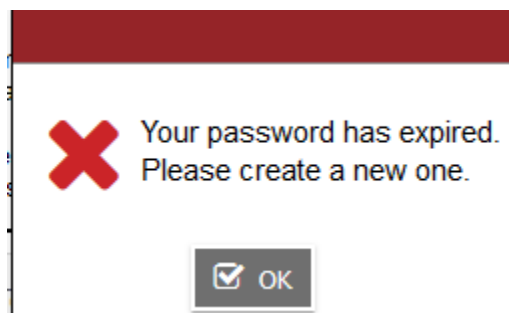
Your LogonID is account is the primary email address you list in Aspen for your contact information.

Your initial password will be a *six digit random number* generated by the Aspen system. **This password was emailed to your email account after it was created.**

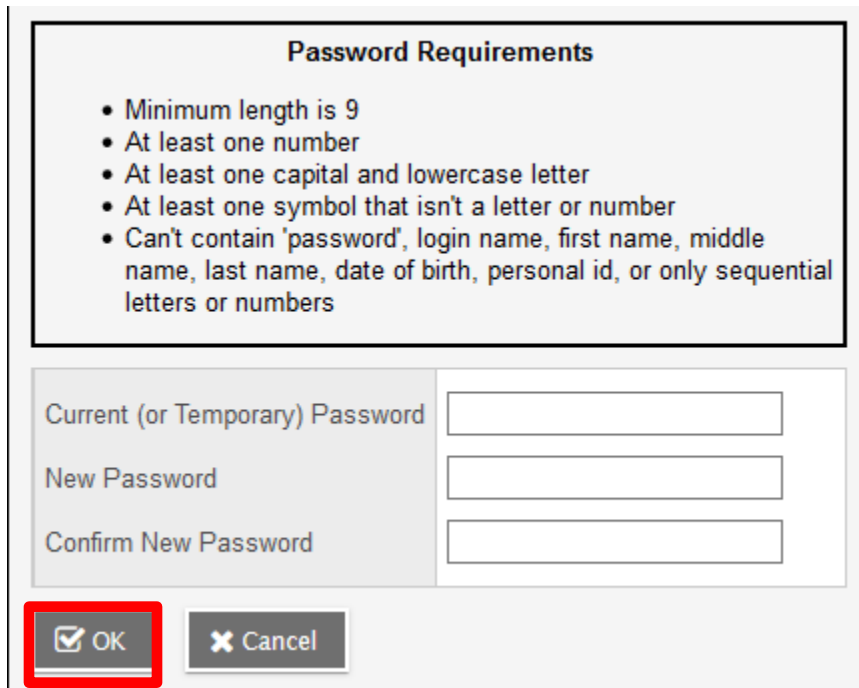
Click the 'Log On' button.

**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 the six digit number used in step 1 for the password.



**Password Requirements**

- Minimum length is 9
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or 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 (or Temporary) Password

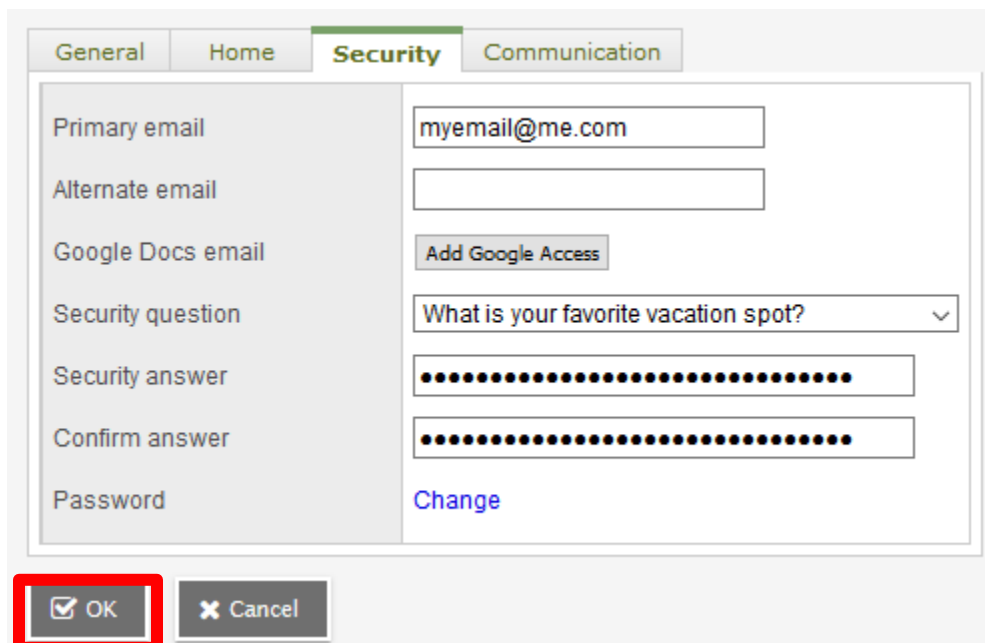
New Password

Confirm New Password

OK  Cancel

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

**Step 3: (For NEW accounts only) Set up your Security Preferences**



General Home **Security** Communication

Primary email

Alternate email

Google Docs email

Security question

Security answer

Confirm answer

Password [Change](#)

OK  Cancel

The Aspen system will require you to set up your security preferences. This is used if you forget your password and want to use the 'I forgot my password' link on the logon screen.

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.

**NOTE: The security answer is CASE SENSITIVE**

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