

## How to access Published Report Cards in Aspen


1. Log onto your student or parent portal Aspen account at:  
aspen.darienps.org
2. Stay on the main page when you log in which is the “Pages”



tab.

3. Locate the Published Reports widget on the lower right hand side near the bottom of the page.

| Published Reports    |              |         |             | Edit |
|----------------------|--------------|---------|-------------|------|
| Filename             | DateUploaded | Creator | Description |      |
| No published reports |              |         |             |      |

4. You will receive an email stating report cards have been published and can be viewed in the Published reports area of Aspen. You'll see a filename, date uploaded, creator, and description.
5. Click  next to the file name you want to access.
6. In the dialog box, do one of the following:
  - Click **Open** to view this report.
  - Click **Save** to save this report to your computer; then navigate to a location. Your report will appear.