

Instructions for completing the Contact and Medical Emergency Information with Parent signoffs via Aspen

1. Find the Widget on your main page called "Tasks", this is the screen that appears when you first log on.
2. Select the "Initiate" button located in the "Tasks" box in the right hand corner. A popup window will appear with a drop down menu. Select the "**Contact and Medical Emergency Information, Permission Signoffs**" workflow from the list in the menu. Select the magnifying glass and select the student you would like to complete the workflow for. Please note that you will need to go through this process for each student you have in the school system. After selecting the student, select the next button located at the bottom right hand corner of the screen.
3. Please complete the information for each tab in the workflow.
 - The Guardians tab list parents or guardians responsible for the student. You can update any information about a specific guardian or parent by selecting the name and making any necessary changes and select ok.
 - The Contacts tab should list people who will be contacted in case of a medical emergency and the parents or guardians are not available.
 - The Emergencies tab list information about your Family Physician and Dentist.
 - The Consents and Releases tabs provide the school with information on what you consent to and what information can be released about your student. If you check any of the boxes in the Releases tab, this means you do NOT want your student to be a part of something.
4. At the bottom of the Release, Computers, Handbook and 1:1 Device tab, your initials are required in the field of Digital Signature before selecting the next button at the bottom right hand corner of the page otherwise a popup stating "Value required for field Signature" will appear asking you to put your initials in the box before moving forward. Once you have done this, select next and then finish.

Below are visuals to help guide you through the process.

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The screenshot shows the Aspen system interface for Darlen Public Schools 2012-2013. The main page displays a 'Tasks' widget with a table of tasks. A popup window titled 'Initiate Workflow: Workflow Selection' is open, showing a list of workflow options. Red boxes and arrows highlight key elements: the 'Tasks' widget, the 'Initiate...' button, and the 'Contact and Emergency Verification' workflow option in the popup. A detailed text box explains the next steps in the process.

Step 1: find this widget on your Top Tab called pages

Step 2: Find the Initiate button

Step 3: This window will popup if you have selected the initiate button. Select the workflow titled "Contact and Emergency Verification. You will then need to select the student you want to fill the information out for. You will need to go through this process for each student by selecting the initiate button each time and going through the workflow process.

Select this one

Received	Workflow	Task	Subject
		No Tasks	

Group Resources

- Content Folder
- Aspen Instructions

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Initiate Workflow: Details

Contact and Medical Emergency Information Details for Able, Brian Test

Demographics Guardians Contacts Emergencies Consents Releases Computers Handbook 1:1_Device

Please fill in all information on all the tabs above. Click [here](#) for instructions.

First Name	Brian Test
Last Name	Able
Nickname	<input type="text"/>
Home Phone	<input type="text" value="(203) 855-3891"/>
Street	<input type="text" value="35 Leroy Avenue"/>
Apt	<input type="text" value="#210"/>
City, State Zip	<input type="text" value="Darien, CT 06820"/>

Once you have completed this process and selected finish, you will receive an email stating we have received your information and it will be processed within 48 hours.

To continue, click the Guardians tab above

Initiate Workflow: Details

Step 2 of 3

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DARIEN SCHOOL DISTRICT ELECTRONIC ENVIRONMENT USER AGREEMENT FOR PARENTS

By a student accepting a computer account and/or access privileges to Darien School District's electronic environment, I agree to the following:

1. I have read a copy of the district's policy regarding "Student Use of the District's Computer Systems and Internet Safety." My child's use of the district's electronic environment is subject to the district's policy and regulations.
2. I understand that the district's policies and standards of conduct developed outside of the electronic environment are likewise applicable to computer use.
3. My child takes responsibility for all use of the Darien electronic environment for which my child has accounts or access privileges. My child will not grant permission to anyone else to use his/hers account(s) or access privileges.
4. I understand that the electronic environment, by its very nature, precludes a guarantee of privacy and reliability.
5. I understand that the use of the district's electronic environment is a privilege, which may be revoked at the discretion of the administration.
6. I am aware that the policy and administrative regulations related to use of the district's computer systems are under continuous review and revision. The most current version of the policy and regulations may be referenced at http://darien.fnalsite.com/uploaded/content/districtboard_of_ed/policies/5300.pdf

Value required for field "Signature".
Value required for field "Parent User Agreement Signature".
Value required for field "Student Device Loan Agreement Parent".
OK

Parent User Agreement Signature

To continue, click the Handbook tab