

Aspen Portal: Family - Login Directions

GPS Information Services

Revised Date: 8/6/2021

This procedure applies to parents/guardians of GPS students 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 login page is located at: <https://ct-greenwich.myfollett.com>

Step 1: Enter your login ID and initial password.

The Family Portal Login ID is the primary email address provided by parents/guardians.

Greenwich Public Schools

Login ID
myemail@me.com

Password

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

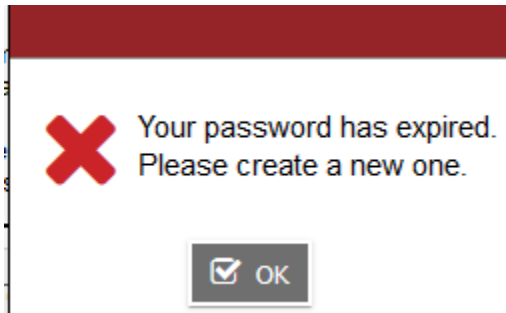
Log On

The initial password will be either *mnemonic* or 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

The first time you login with a temporary password, users will get a message stating “Your password has expired. Please create a new one.” Users must click OK to acknowledge the message.



Users will be prompted to enter their current password in the first box. This current password is the generic password used in step 1.

Users will then enter their newly selected password in the next box and confirm it by typing again in the third box.

Aspen has specific guidelines for the creation of new passwords:

- 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.

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	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>

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

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

Users must first enter their Primary email and Alternate email.

Users can then select Security question from the dropdown and enter the Security answer and again in the Confirm answer field. Users will be asked this question if they need to reset their password.

NOTE: The security answer is *CASE SENSITIVE*

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

General	Home	Security	Communication
Primary email		<input type="text" value="myemail@me.com"/>	
Alternate email		<input type="text"/>	
Google Docs email		<input type="button" value="Add Google Access"/>	
Security question		<input type="text" value="What is your favorite vacation spot?"/>	
Security answer		<input type="password"/>	
Confirm answer		<input type="password"/>	
Password		Change	