Aspen Portal: Student - Login Directions
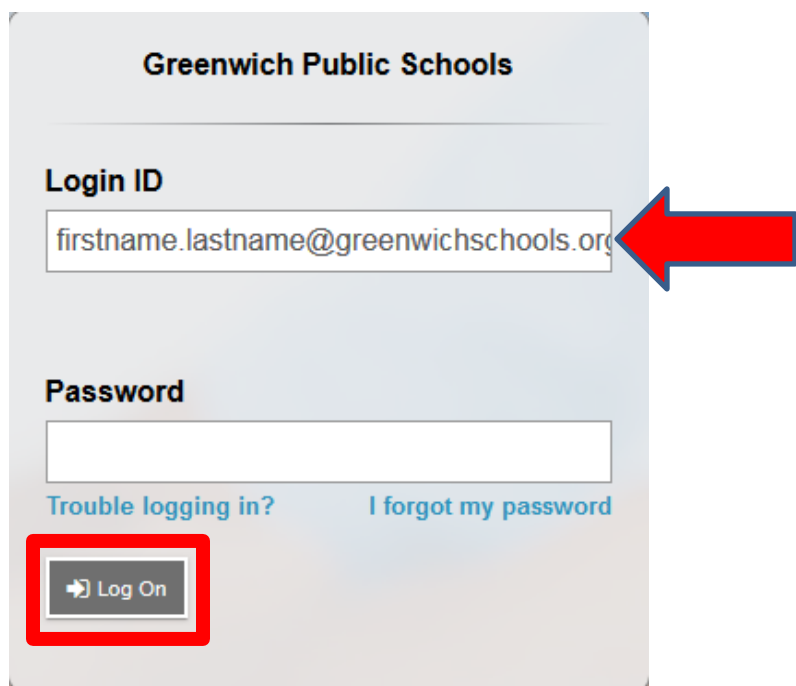
GPS Information Services
Revised Date: 8/6/2021

This procedure applies to students of GPS that have been notified by email that an Aspen Student 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 or reset password.

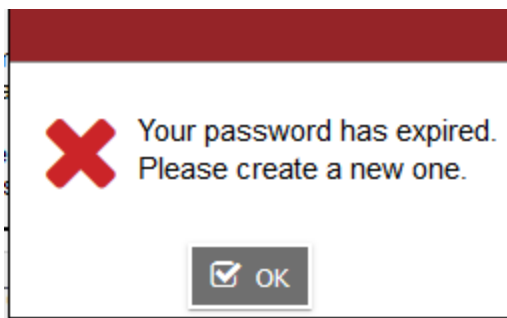Login ID for students is their school Google email account

Student's initial or reset password will be either *mnemonic* or a *six digit random number* generated by the Aspen system.

This password was emailed to your student 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 id 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.

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

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

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 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.