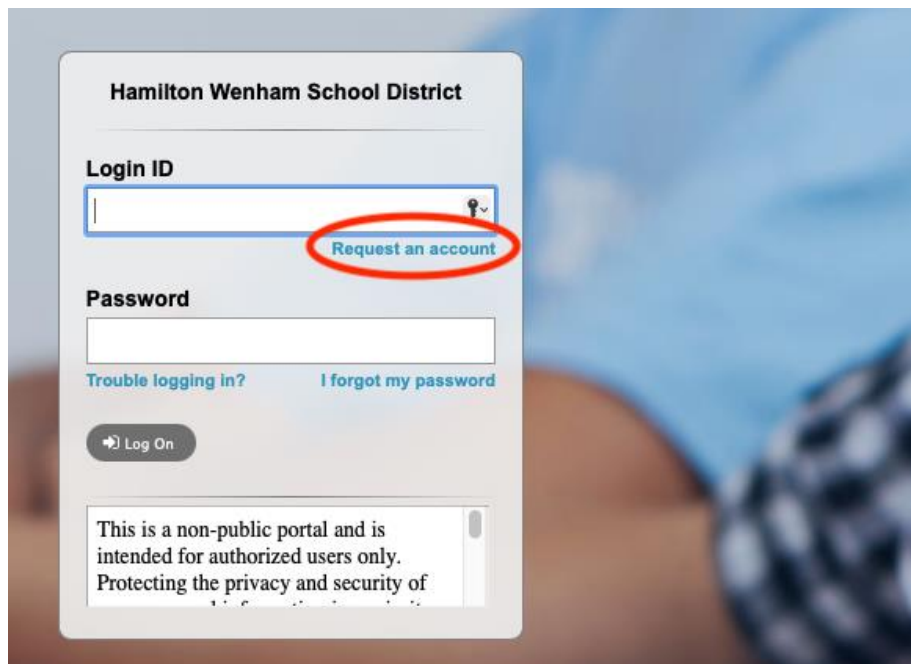


Creating an Aspen Account to Access the Student Registration Portal

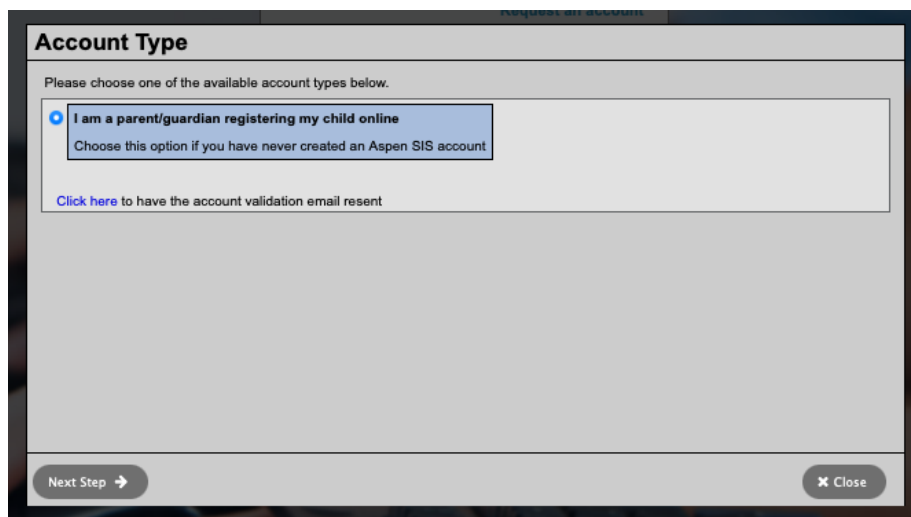
<https://ma-hamiltonwenham.myfollett.com>

1. Click on “Request an account”.



The screenshot shows the login interface for the Hamilton Wenham School District. It features a 'Login ID' field, a 'Password' field, and a 'Log On' button. A blue link labeled 'Request an account' is positioned below the Login ID field and is circled in red. Below the password field are links for 'Trouble logging in?' and 'I forgot my password'. At the bottom, there is a disclaimer: 'This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of...'

2. Select the Account Type and click “Next Step”.



The screenshot displays the 'Account Type' selection screen. It prompts the user to 'Please choose one of the available account types below.' The selected option is 'I am a parent/guardian registering my child online', with a sub-instruction: 'Choose this option if you have never created an Aspen SIS account.' A link is provided: 'Click here to have the account validation email resent'. At the bottom, there are 'Next Step' and 'Close' buttons.

3. Enter your (parent/guardian) information in the available fields and then click “Next Step”.

The screenshot shows a web form titled "Create Your Aspen Account" with a sub-header "Information for the account holder (for a parent or guardian, this is your information, not your child's)". The form contains the following fields:

- First name: Jane
- Last name: Aspen
- Address line 1: 2740 Main Street
- Address line 2: (empty)
- City: Wenham
- State/province: MA
- Postal code: 01984
- Phone Primary: 978-626-1234

At the bottom of the form, there are three buttons: "Previous Step" (with a left arrow), "Next Step" (with a right arrow), and "Close" (with an X icon).

4. Enter your user account information and click “Create My Account.”

The screenshot shows a box titled "Password Requirements" with a bulleted list of rules:

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

The screenshot shows a web form titled "Account Information" with a sub-header "Please fill in your user account information below.". The form contains the following fields:

- Primary email: janeaspen@gmail.com
- Confirm email: janeaspen@gmail.com
- Password: (masked with asterisks) with a link to "Requirements"
- Confirm Password: (masked with asterisks)
- Security question: What is your father's middle name?
- Security answer: (masked with asterisks)
- Confirm answer: (masked with asterisks)

At the bottom of the form, there are three buttons: "Previous Step" (with a left arrow), "Create My Account", and "Close" (with an X icon).

5. You will see the following confirmation:

Confirmation

✓ Account request processed!

Next step
A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email address and password you just entered.

Note: Be sure to check your spam folder if you don't see the email right away.

✕ Close

6. Aspen will send you a verification email. Log into your email account and verify your email address by clicking on the link in the email.

If you do not receive a verification email, please check your spam/junk folder. You may contact Aspen Help – aspenhelp@hwschool.net if you are having trouble creating your account.

Welcome! Please verify your Aspen email address

aspen-sysadmin@myfolle... 10:03 AM (0 minutes ago)

to me

Hi [redacted],

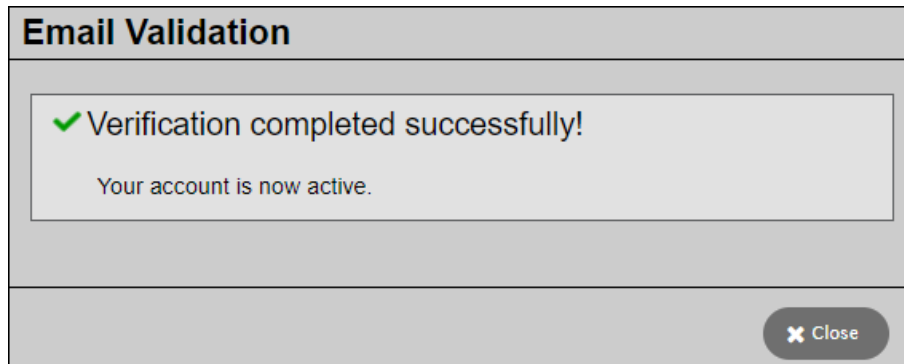
Thank you for requesting an Aspen account.

Your request was submitted using this email address. Please [click here](#) to verify your email address and activate your account.

If you didn't request an Aspen account, please [click here](#) to cancel the request.

Thank you,
Aspen System Administrator

7. You will be brought to Aspen where you will see the following:



8. Login with your new Aspen account credentials to access the Student Registration portal.

<https://ma-hamiltonwenham.myfollett.com>

