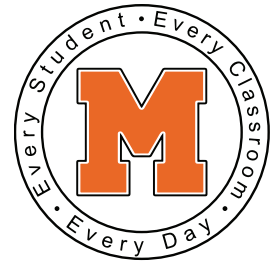


How to Change Contact Information



Announcements

Banner

Welcome to Middleborough Public Schools
<http://www.middleboro.k12.ma.us>
 If you need assistance with Aspen, please contact Katie Goodine, Student Information Specialist at 508-946-9559 x4387 or by email: kgoodine@middleboro.k12.ma.us

Published Reports

Filename	DateUploaded	Creator	Description
No published reports			

Verify Contact Information

+ Initiate...

Calendar

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Start a new Online Registration

+ Initiate...

Group Resources

ClassLink

1) Log Into Aspen.

If you do not have a parent account in Aspen click on the “Request an Account” button.

Then choose Option 2 “I am a Parent New to Aspen” Then click “Next Step” and follow prompts.

2) Under the Tasks Section on the bottom left of Aspen Select the button that says “Initiate”.

Initiate Workflow: Workflow Selection

Workflow

Date

Contact Verification

3) Under the workflow drop down menu select “Contact Verification”.

https://ma-middleborough.myfollett.com/a/ma-middleborough.myfollett.com/aspen/initiateWorkflow0.do

Initiate Workflow: Workflow Selection

Workflow: **Contact Verification**

Date: 12/17/2020

Student:

4) Click the Magnifying glass.

Name	YOG	Homeroom
Smith, Michael	2028	50

OK Cancel

5) Select the students information that you want to change and click “OK”. Then “Next”.

Note - If you want to change multiple students you will need to do step 2-10 for each student.

Initiate Workflow: Details

Step 2 of 3

Contact Verification Details for Goodine, Collin

Student Demographics **Contacts** Consents Health Information

MIDDLEBOROUGH PUBLIC SCHOOLS

First Name: Michael
 Last Name: Smith
 Home Phone:
 Work Phone:
 Mobile Phone: 508 - 946 - 2000
 Street: 9000 Miller St
 Apt:
 City, State Zip: Middleborough, MA 02346
 Mailing Street: 9000 Miller St
 Mailing Apt:
 Mailing City, State Zip: Middleborough, MA 02346

6) Click on the “Contact” Tab.

Note - You can only update phone numbers and emails through this process. All other changes will need to be made through your buildings main office.

Initiate Workflow: Details Step 2 of 3

Contact Verification Details for Goodwin, Collin

Student Demographics | **Contacts** | Consents | Health Information

MIDDLEBOROUGH PUBLIC SCHOOLS

Click on the name(s) below to update the contact information

First name	Last name
<input checked="" type="checkbox"/> Mike	Smith
<input type="checkbox"/> Sally	Smith
<input type="checkbox"/> Susan	Thomas
<input type="checkbox"/> Sara	Smith
<input type="checkbox"/> Tom	Wondal

← Previous Next →

7) Click on the persons contact that you want to update.

Note - Only Contact 1 & Contact 2 will receive notifications from the school district. All other contacts are considered emergency contacts for that student.

ma-middleborough.myfollett.com/aspden/workflo...

First name	<input type="text"/>
Last name	<input type="text"/>
Home Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Work Phone	<input type="text"/>
Email	<input type="text"/>
Address	<input type="text"/>
Apt	<input type="text"/>
City, State Zip	Middleborough, MA 02346

8) Edit the information in the boxes. Leave a box blank if it does not apply. Then click "OK" when complete. You can also change other contacts while in this screen.

9) Once you make all your changes click "Next".

ma-middleborough.myfollett.com/aspden/initiateWorkflow2.do?validWizard=true

Initiate Workflow: Confirmation Step 3 of 3

Workflow	Contact Verification
Student	Michael Smith
Date	12/17/2020

← Previous Next →

12) Finally click the "Finish" Button.