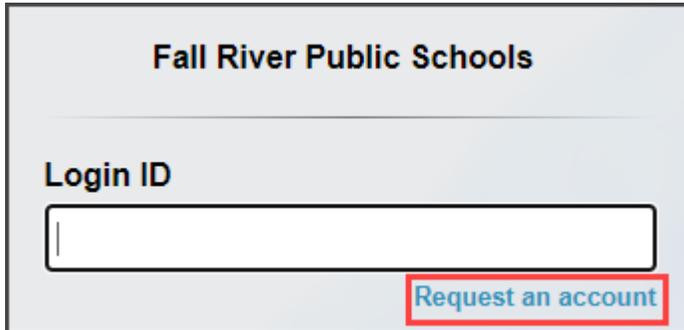


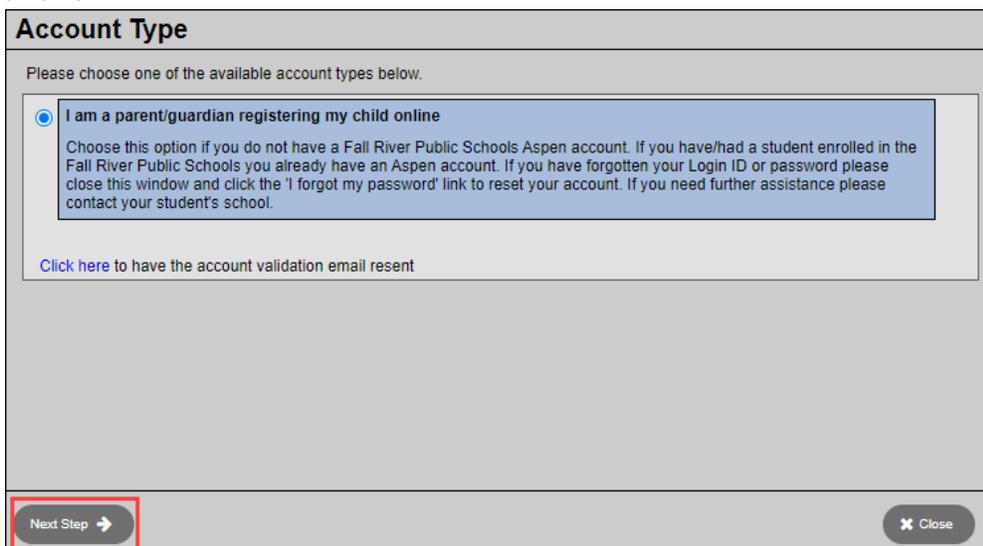
# Creating Your Aspen Account

The Online Registration Process works best if you complete using a desktop or laptop. Desktops are available to use weekdays in the PACE Registration Center

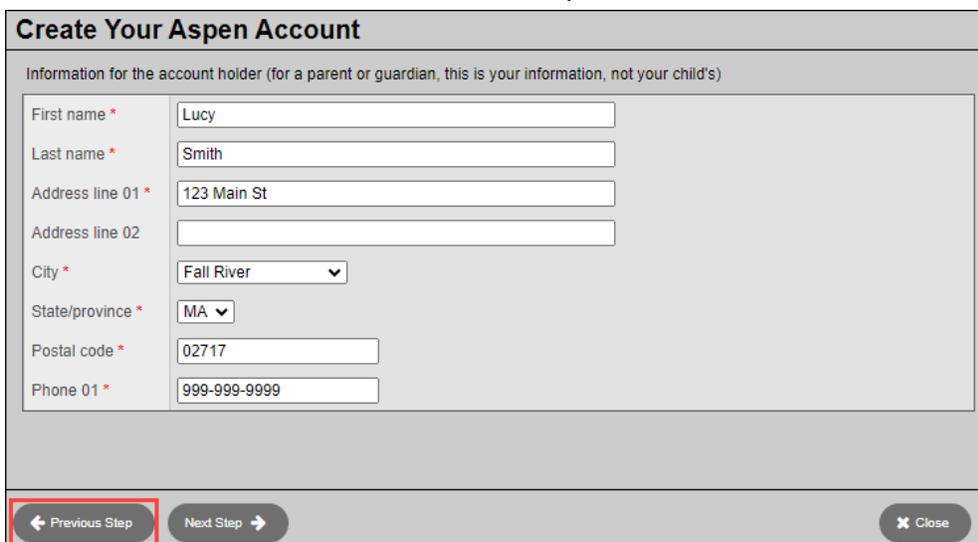
1. Click **Request an Account** on the Aspen sign in screen. ([Click here for the Aspen sign on page.](#))



2. You will see the following screen. Click the “Next Step” button at the bottom left of the Account Type popup screen.



3. On the “Create Your Account” screen fill in your information and click the “Next Step” button.



4. On the “Account Information” screen, enter your email twice. Your email will be your login to Aspen.
5. Enter your password twice. (This will be your password to log in to Aspen.)
6. Select a “Security Question” to be used for resetting your password if you should forget your password.
7. Enter the answer to your security question twice.
8. Click **Create Account** to complete your account creation.
9. Once you have completed your account creation, you will receive an email from Aspen as shown below.

*Hi LucySmith,*

*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.*

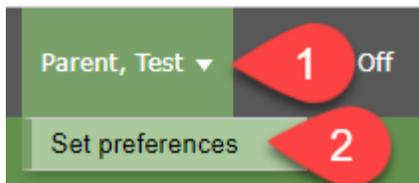
*Thank you,  
Aspen System Administrator*

10. Click the link in the email that says “Please Click Here to verify your email address and activate your account”.
11. You will then be returned to the login screen where Aspen will tell you that your account is activated. Now you can log in to Aspen.

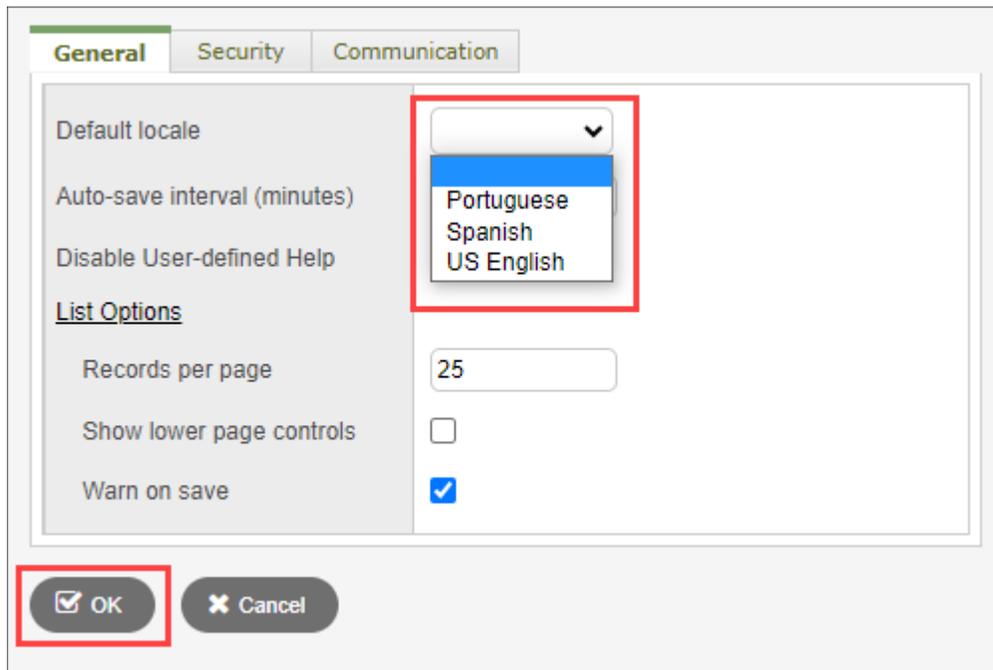
## Setting Your Language

Once you are logged in to Aspen you will need to set your language.

1. Click your name at the top right of the page.
2. Click “Set Preferences”



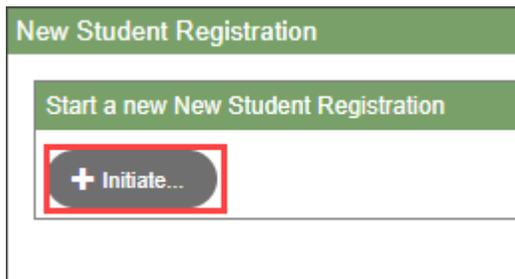
3. You will see your preferences screen. At the top next to “Default Locale” select the language you wish to see when logged in to Aspen .



4. Click "OK" to save your changes.

## Registering Your Student

1. You should see a widget on your home page that says, "New Student Registration".
2. Click the "Initiate" and complete the registration.



3. When finished you must visit the FRPS PACE Center to finish your registration and be assigned a school.