

Bus Registration Instructions Grades 7-12 using the Aspen Parent Portal:

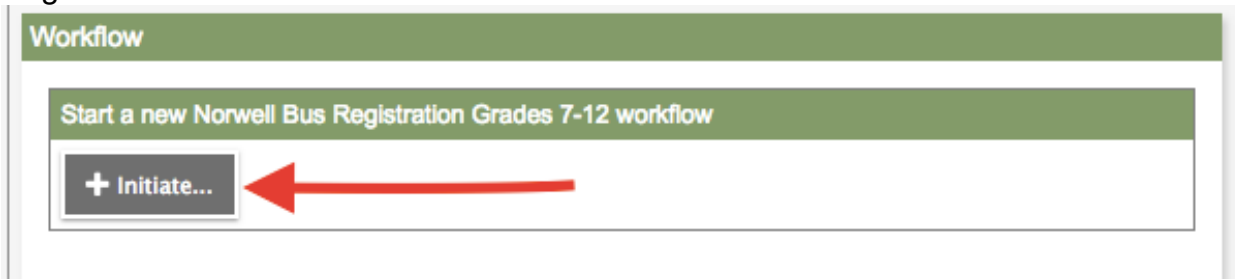
1. Decide what method you method you are going to use to pay the fee. Fee is \$250 per child for 1st two children, maximum fee of \$500 per family. **After July 1st** the fee increases to \$300 per student with \$600 family cap.

Options for payment are:

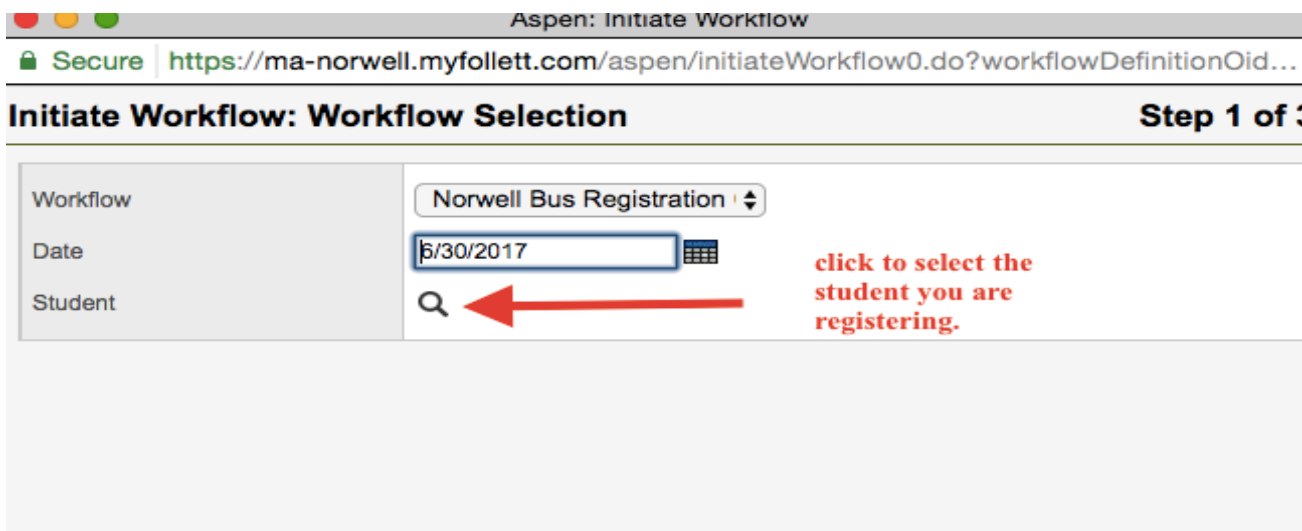
- a) Pay online using the link to Unibank on the NPS website <https://www.norwellschools.org/domain/33> using an electronic check (25 cent bank processing fee) or Amex, Mastercard or Discover (\$10 or \$17.50 bank processing fee depending on number of students registering). Select Bus Fees and the appropriate amount of students. Note the confirmation number as you will need this to register your student.
 - b) By check or cash mailed or dropped off at Central Office 322 Main Street.
 - c) Waiver request. See actual registration for more information
2. Log in to your Aspen parent portal (parent usernames are lastname.parentfirstname.fam -all lowercase). Depending on if you are using a computer or mobile device the instructions are slightly different.

I. Computer/Full Site instructions:

3. On the Pages Tab select Initiate button under the Workflow described as "Start a new Norwell Bus Registration Grades 7-12 workflow"



4. Select the student that you want to register for the bus and then the Next button. Select Yes in the drop down box that you want to register them for the bus. This will need to be done for each student in grades 7-12 that will be riding the bus.




Aspen: Initiate workflow

Secure | <https://ma-norwell.myfollett.com/aspen/initiateWorkflow1.do?validWizard=true>



Initiate Workflow: Details Step 2 of 3

Norwell Bus Registration Grades 7-12 Details for


Norwell MS/HS School Bus Registration- Grades 7-12 2017-2018	
First Name	Verify Student name and address are correct.
Last Name	
Address	
If you have moved or are moving and the address above is not correct, please note this in the comment box at the bottom of the form.	
Please mark the box below yes if you would like the above student to be registered to ride the bus for the 2017-2018 school year.	
Bus Rider - Please select yes *	<div>YES  Select Yes</div>

5. Fill in appropriate boxes with payment information. You will need the online payment confirmation number or check number in order to complete the registration. If applying for a waiver, paying cash, or this is your 3rd or 4th child you are registering further instructions are included on the form.

Example:

Pymt Method (Choose Fam cap if 3rd or 4th child) *	On-line 	Check or Confirmation # (type cash if paying by cash) *	20170701567876544
Pymt Amt (Choose N/C for 3rd or 4th child) *	\$250 		

6. Finalizing the registration: Click the Next and then FINISH Button to submit the form.

Comments/Questions (including any address changes)	<input type="text" value="enter change of address or other comments here"/>
COMPLETING THE REGISTRATION: Click the <u>NEXT</u> button at the bottom of the form and then click <u>FINISH</u> <u>THIS FORM WILL NOT SUBMIT TO US IF YOU DO NOT SELECT FINISH.</u>	
<div><div>← Previous</div><div>Next → </div><div>Finish</div><div>Cancel</div></div>	

Workflow	Norwell Bus Registration Grades 7-12
Student	
Date	6/30/2017

Final Step - you must select the Finish button for it to submit.

← Previous Next → **Finish** × Cancel

II. Mobile Site Instructions:

3. Click on the three lines in upper left hand corner from Home Screen.

9:22 AM Tue May 14

ma-norwell.myfollett.com

Apple Bing Google Yahoo Aspen

Home

Student Name Here

Grades Assignments Attendance Calendar

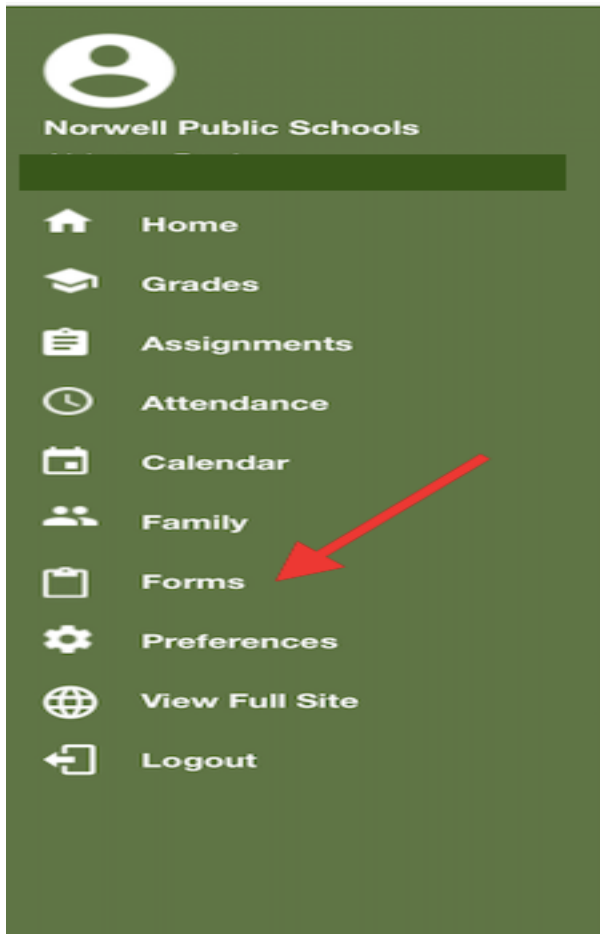
Assignments

0 Today 1 Tomorrow 1 Long-Term 0 Overdue

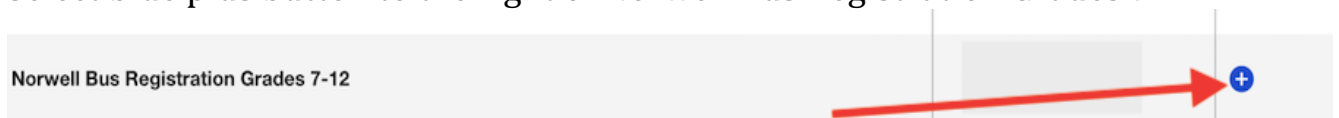
Announcements

No announcements

4. Select Forms:



5. Select blue plus button to the right of Norwell Bus Registration Grades 7-12



6. Complete form, filling in all required fields and click on send form button.

COMPLETING THE REGISTRATION:

Click the

NEXT

button at the bottom of the form and then click

FINISH if completing on full site.

If completing on the mobile site click the "Send Form" button.

