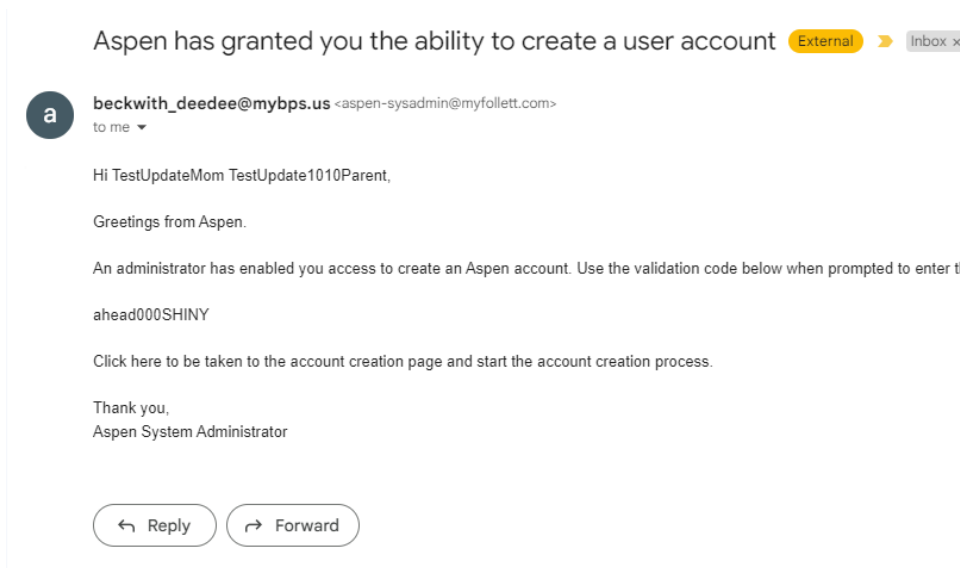


# Updating Student Information in Aspen

## How to create a New Parent/Guardian account in Aspen

*If you login using your student's information, you will not be able to access new student registration or annual update. You need to have a parent/guardian account.*

- First you will receive an email that will contain your special code. The subject of the email will be the first line: 'Aspen has granted you the ability to create a user account.'
- Here is a sample of the email you will receive with your code. The subject of the email will be the first line: 'Aspen has granted you the ability to create a user account.'



- Click on Aspen's link <https://ma-barnstable.myfollett.com/aspen/logon.do> - Choose Request an account:

**Barnstable Public Schools**

**Login ID**

**Password**

[Request an account](#)

[Trouble logging in?](#)    [I forgot my password](#)

**Log On**

- Choose “I am a parent new to Aspen” this means you have current students in Aspen BUT do not have an Aspen account.

**Account Type**

Please choose one of the available account types below.

I am a parent/guardian registering my child online  
Choose this option if you have never created an Aspen SIS account

I am a parent new to Aspen  
Choose this option if you already have students enrolled in the system, but do not yet have an Aspen account.

[Click here](#) to have the account validation email resent

Next Step →

✕ Close

- Enter the Special Code, Your last name and Phone number. All 3 fields must match what is in Aspen. If you get an error try a different phone number such as your landline.

**Validation Information**

These fields uniquely identify you within Aspen. The system will link up your information already in the system. The data must match 100% to continue.

Security code \* ahead000SHINY

Last name \* TestUpdate1010Parent

Phone 1 \*

← Previous Step

Next Step →

- In this step you can correct the phone number.

### Create Your Aspen Account

Please review the existing information below. For fields which can be updated, please change the information if it is incorrect.

First name	TestUpdateMom
Last name	TestUpdate1010Parent
Address line 1	
Address line 2	
City (DOE14)	
State/province	
Postal code	
Phone 1 *	

← Previous Step      Next Step →      ✕ Close

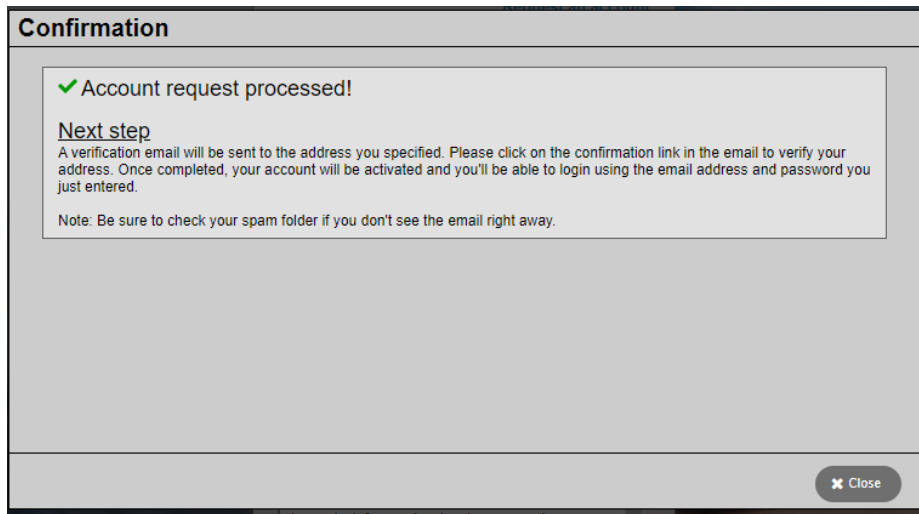
- Fill in your new account information. Your primary email will become your Aspen Login ID and WRITE down your new password. We will not have access to your password in Aspen. Pick you security question and answer – you will need this information in order to reset your password if needed.
  - Click on Requirements link to see password Requirements. If you do not meet the requirements, you will receive an error. There are several security questions to choose from in the dropdown menu.

### Account Information

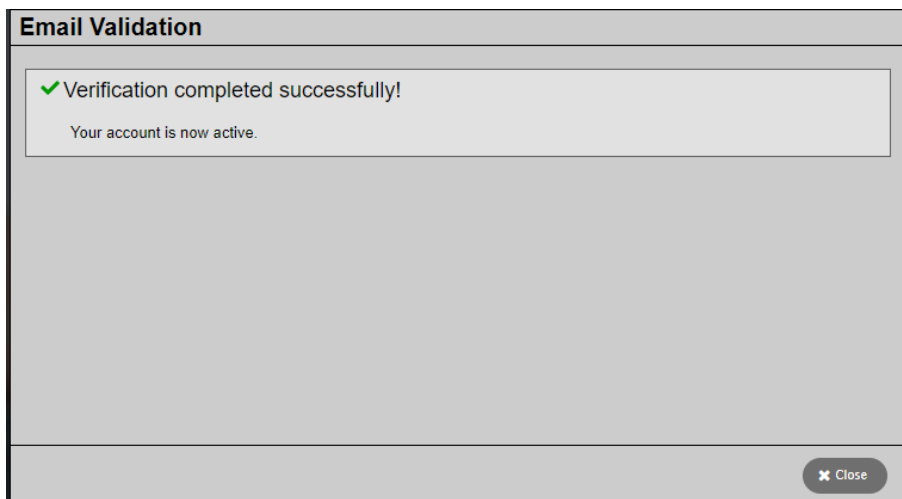
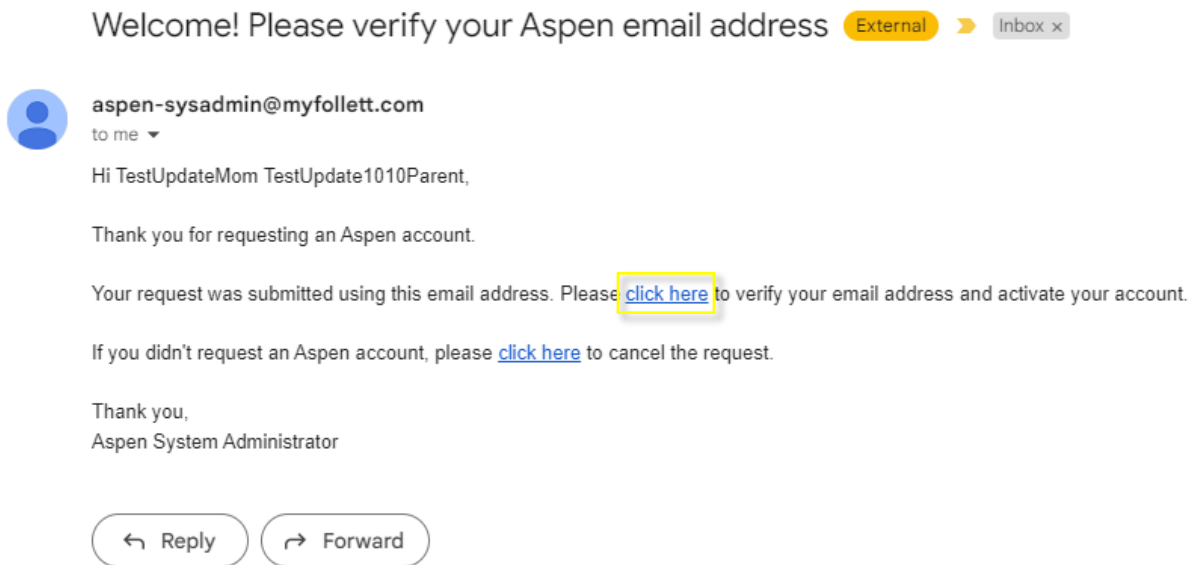
Please fill in your user account information below.

Primary email *	
Confirm email *	
Password *	..... <a href="#">Requirements</a>
Confirm Password *	.....
Security question *	What is your mother's maiden name? ▼
Security answer *	.....
Confirm answer *	.....

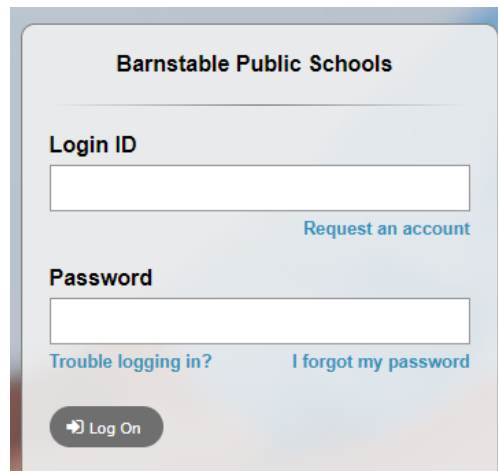
← Previous Step      Create My Account      ✕ Close



- You will receive an email verification from Aspen to complete the New Account process. The email subject will be “Welcome! Please verify your Aspen email address.”



- All set – Go back into Aspen and log on with your new credentials. Login ID: Your email address and password is the one you just created.



The image shows a login interface for Barnstable Public Schools. At the top, the text "Barnstable Public Schools" is centered. Below this, there is a "Login ID" label followed by a white text input field. To the right of the input field is a blue link that says "Request an account". Below the "Login ID" field is a "Password" label followed by another white text input field. Underneath the password field are two blue links: "Trouble logging in?" on the left and "I forgot my password" on the right. At the bottom left of the form is a dark grey button with a white right-pointing arrow and the text "Log On".

## Updating Your Student(s) Information

- After logging into Aspen with your parent/guardian account, this is what your screen should look like. You are all set to start the Annual Update on your student(s). Click on Initiate:

Barnstable Public Schools 2023-2024

Pages Family Academics Groups Calendar

Home

Page Directory

Calendar

October 2023

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				

Published Reports

Filename	DateUploaded	Creator	Description
BHS Progress Report	24 KB 10/10/2023 2:09 PM	BHS, Email BHS Progress Reports	TestCase52, Test

[1 - 1 of 1]

Annual Update

Start a new Annual Update process

+ Initiate...

Resume working on any Annual Update process that has already been started

Name	WorkflowPhase	Actions
TestCase52, Test	Not Submitted	✓ ✗
TestCase52, Test	Accepted	

New Student Registration

Start a new New Student Registration

+ Initiate...

- Pick the student you would like to update – if you have more than one student they should all appear on this next screen.

1 record

Name	YOG	Homeroom
TestUpdate1010, TestUpdate	2033	

OK Cancel

If you have multiple students, you will need to submit annual update separately for each student.

- Follow the directions very carefully. You will be working through the TABS that are outlined in RED. You do not have to finish the entire Update at once, you can always come back and finish your work – your changes will be saved each time you click the Next button or Save and Close.

The screenshot shows the top navigation bar of the update process. It includes buttons for 'Previous', 'Save & Close', 'Next', and 'Cancel'. Below this is a tabbed interface with six tabs: 'Student', 'Family/Contacts', 'Health', 'Additional Info', 'Documents', and 'Submit'. The 'Student' tab is highlighted with a red border. Below the tabs is a green header for 'Instructions'. The instructions text reads: 'Welcome to Barnstable Public Schools Annual Update process. This process is used to update student information such as contact, address and medical chart information on your student(s). Please pay particular attention to phone number and email address as those are the primary means of communication for our school. You must be the primary guardian that the student resides with in order to make any student changes. If you need to change the primary guardian, documentation to your student's school. Please complete each of the tabs and then click Submit when finished. You can click on each question or tab. Fields shaded gray are read-only; you cannot type a red asterisk. A Save & Close, Previous and Next button are at the bottom of each page. Data will be saved when you click any of the buttons. If you need to stop & Close. When you have reviewed or completed all of the data on the tab, please select 'Yes' on the question at the bottom of the page "Reviewed all fields." Below the instructions is a green header for 'Student Information' with the following details: Student Name: TestUpdate1010, TestUpdate; Date of birth: 7/10/2015 Age 8; Grade Level: 03; Local ID: 171737. Below that is a green header for 'Address Information'.

- At the bottom of each page – you will be asked to pick Yes stating that you have reviewed the data on each page.

The screenshot shows two sections of the update process. The first section is 'Phone Information' with a green header. It contains the instruction: 'Enter the primary phone number (e.g., home). Contact numbers will be entered'. There are two input fields: 'Phone 1 (home/cell)' and 'Phone 2 (home/cell)'. The second section is 'Housing / Residence' with a green header. It contains the text: 'The McKinney-Vento Act is a federal law guaranteeing all children and youth Protection under the McKinney-Vento Act extends to those who lack a fixed, For more information, please click here'. Below this are two dropdown menus: 'Is your current address a temporary living arrangement?' and 'Where is the student presently living?'. At the bottom of this section is a dropdown menu labeled 'Reviewed all fields' with 'Yes' selected. Below the sections is a navigation bar with buttons for 'Previous', 'Save & Close', 'Next', and 'Cancel'.

- Family/Contacts Tab – you can update your own information and limited fields on other contacts by clicking on the number highlighted to the left of your name. If you need to delete or update more information on other contacts your will need to call your students’ school.

### Parent/Guardian/Other Contact

Click on the number to the left of your name to complete your own record(s), then select **Add** to add any additional contacts for the student.

**Only 1 person per contact number**

#	First Name	Last Name	Relationship
No matching records			
1	TestUpdateMom	TestUpdate1010Parent	Mother
2	TestDad	Beckwith	Father

### Legal Information

Has any of the legal information below changed? \*

Is there a protection order/restraining order in effect for this student? \*

Is there a legal custody agreement, divorce decree with custody arrangements, or a caregiver affidavit in place for this student? \*

If you answered Yes to either of the questions above, you are required to submit copies of these documents to the school. Provide a brief summary here if you choose.

Reviewed all fields \*



- Health Tab – Please update all information. You WILL need to choose something or NONE/No Medical Conditions to report in the Medications and Medical History sections.

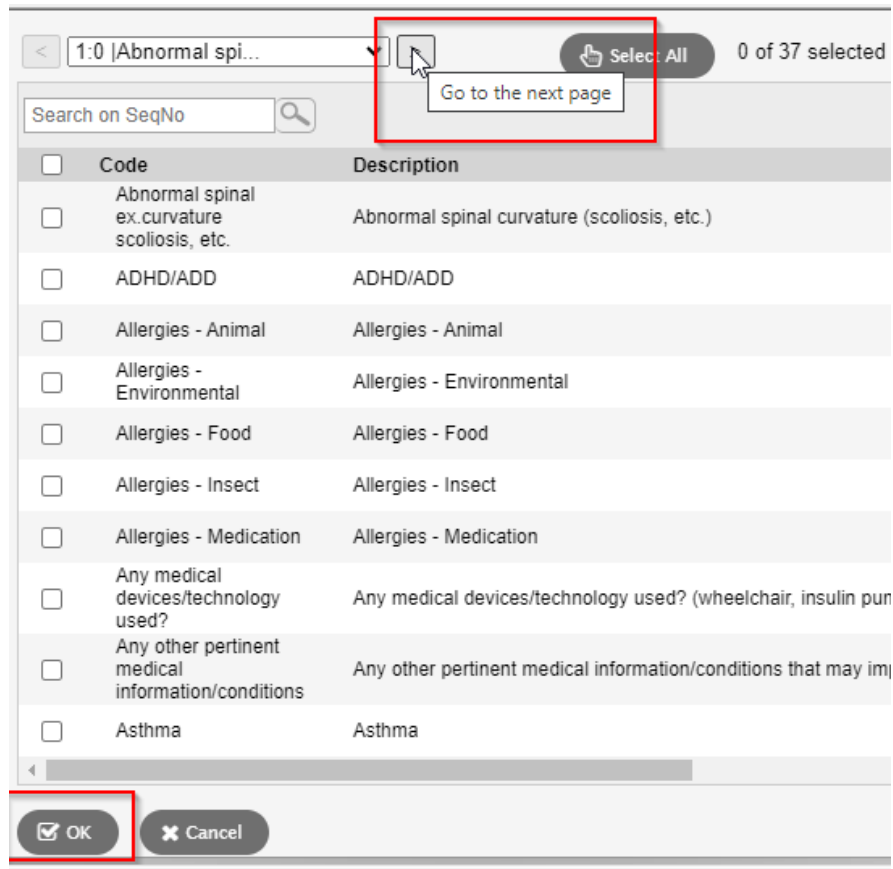
The screenshot shows a web form with two main sections: 'Medications and Allergies' and 'Medical Authorizations'. In the 'Medications and Allergies' section, there are questions about daily medications at home and at school, with 'No' selected in both dropdown menus. Below these are text input fields for listing medications. The 'Medical Authorizations' section has a question about school nurse administration, also with 'No' selected. A dropdown menu is open over the 'Medications' input field, displaying a list of medical conditions with checkboxes. A red arrow points from the 'OK' button in the dropdown to a small red box containing the letter 'C' in the 'Medications' input field. The dropdown menu includes the following items:

Code	Description	State
<input type="checkbox"/>	Acetaminophen ex. Tylenol	Acetaminophen (ex. Tylenol)
<input type="checkbox"/>	Antacids ex. Tums	Antacids (ex. Tums)
<input type="checkbox"/>	Antibiotic ointment ex. bacitracin	Antibiotic ointment (ex. bacitracin)
<input type="checkbox"/>	Eye wash	Eye wash
<input type="checkbox"/>	Hydrocortisone cream	Hydrocortisone cream
<input type="checkbox"/>	Ibuprofen ex. Advil or Motrin	Ibuprofen (ex. Advil, Motrin)
<input type="checkbox"/>	Itch relief lotion/cream ex. Caladryl clear	Itch relief lotion/cream (ex. Caladryl clear)
<input type="checkbox"/>	Skin/wound cleaner ex. Bandaid antiseptic wash	Skin/wound cleaner (ex. Bandaid antiseptic wash)
<input type="checkbox"/>	Vaseline/lip balm	Vaseline/lip balm
<input type="checkbox"/>	None	None

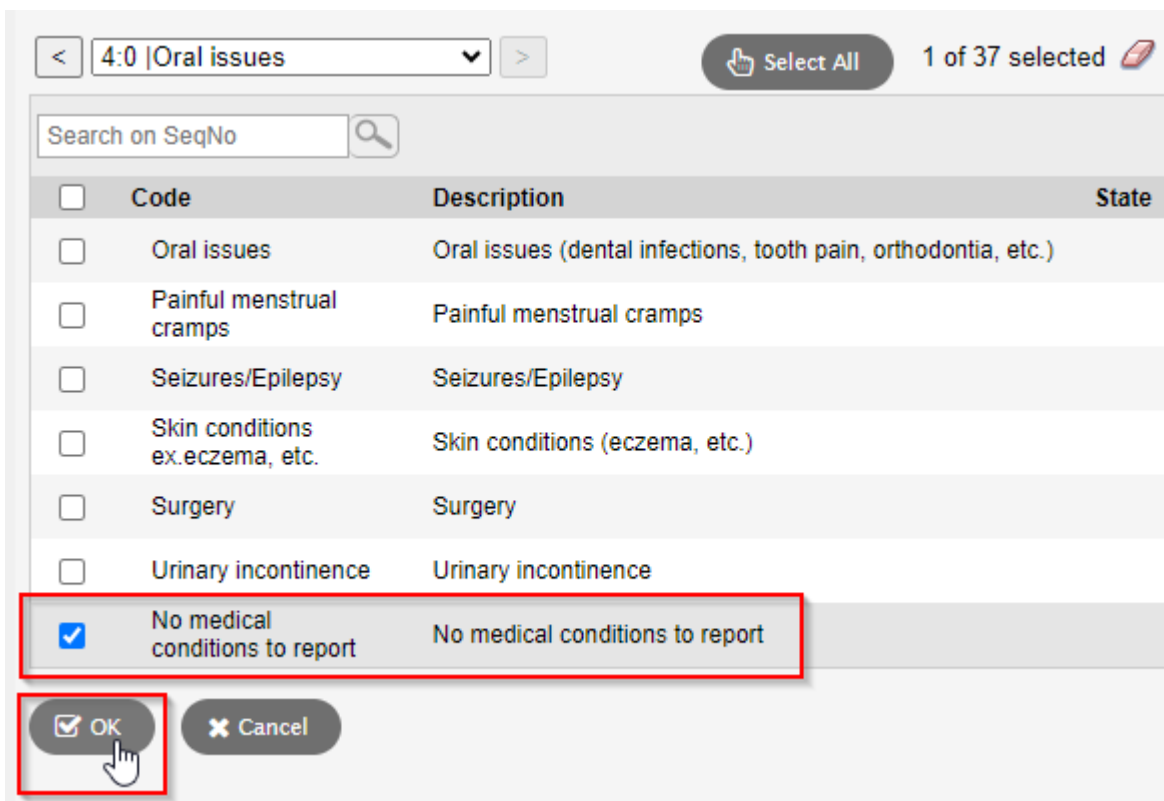
At the bottom right of the form, there is a 'Submitted' status with a green checkmark and a red 'X' icon.

The screenshot shows the 'Health Insurance' and 'Medical History' sections of the form. In the 'Health Insurance' section, the question 'Is your child covered by health insurance?' has 'None' selected in the dropdown menu. Below this is an empty text input field for the insurance name. A paragraph of text provides information about MassHealth benefits and includes a link: <https://www.mass.gov/information-for-masshealth-applicants>. The 'Medical History' section has a question about changes to the section, with 'No' selected. Below this is a text input field with a magnifying glass icon and a red 'X' icon next to it, highlighted with a red box. At the bottom, there is another text input field for elaborating on conditions checked off above.

- Please scroll through the Medical Conditions carefully. Use the right arrow to go to the next page.



- The 'No Medical Conditions to Report' option is on the last page.



- You must choose YES in the Additional Agreements/Consent in order to Submit. Please review the handbook and acceptable use policy if you are unfamiliar with the contents of either document.

**Additional Agreements / Consent**

Indicate your agreement with or permission for each of the following

Allow use of Internet \*

Agree to Student Handbook \*  
Please review the BPS District Handbook and the Individual School's Handbook for the school your child will be attending: <https://www.barnstable.k12.ma.us/domain/924>  
I have read the contents of the Student Handbook and understand the statements, rules and regulations contained herein.

Agree to Technology Acceptable Use Policy \*  
Please review the policies located here: <https://www.barnstable.k12.ma.us/Page/705>  
I have read the contents of the Technology Acceptable Use Policy and understand the statements, rules and regulations contained herein.

**Please Note:** For families that qualify and participate in the National School Lunch Program, Comcast's IT ESSENTIALS provides a low-cost Internet service, discounted computer equipment and free digital literacy training to families with at least one child eligible for free and reduced lunch.  
Find more information and apply here: <https://internetessentials.com/>

- Click Submit to finalize

← Previous Save & Close Next → Submit Cancel

Student Family/Contacts Health Additional Info Documents **Submit**

**Click each tab and review the information. When all information is accurate and complete, click Submit.**

Required documentation is listed below. If the situations do not apply to you, click Submit.

Residency Requirement: Your child must live in the town of Barnstable to attend the Barnstable Public Schools. If your child is no longer living in the town of Barnstable please contact the school.

Proof of protection order/restraining order.custody agreement/divorce decree/other legal documentation - you must these documents.

← Previous Save & Close Next → Submit Cancel

- If you have not completed something correctly on any of the tabs you will receive this RED error box letting you know what is missing.

← Previous Save & Close Next → Submit Cancel

Student Family/Contacts Health Additional Info Documents **Submit**

**Click each tab and review the information. When all information is accurate and complete, click Submit.**

Required documentation is listed below. If the situations do not apply to you, click Submit.

Residency Requirement: Your child must live in the town of Barnstable to attend the Barnstable Public Schools. If your child is no longer living in the town of Barnstable please contact the school.

Proof of protection order/restraining order.custody agreement/divorce decree/other legal documentation - you must these documents.

← Previous Save & Close Next → Submit Cancel

**Value required for field "Agreement with Technology Acceptable Use Policy".**

**Value required for field "Agreement with Student Handbook".**

**Value required for field "Allow use of Internet".**

OK

- Once you are Submitted your schools Administrative Assistant (AA) will review the information.
  - If there are no questions about the information or residency, the AA will accept the update and you will see a status change in the family portal to Accepted.

Annual Update

Start a new Annual Update process

+ Initiate...

Resume working on any Annual Update process that has already been started

Name	WorkflowPhase	Actions
Teststudentml17, testml17	Accepted	

- If something is missing the AA will Deny the Update and you will see a status change in the family portal to Deny. The AA will be in contact with you.

Annual Update

Start a new Annual Update process

+ Initiate...

Resume working on any Annual Update process that has already been started

Name	WorkflowPhase	Actions
Teststudentml17, testml17	Deny	

**Please use this process any time you need to change information for your student(s). Below is an example of a parent/guardian completing Annual Update multiple times throughout the year.**

Annual Update

Start a new Annual Update process

+ Initiate...

Resume working on any Annual Update process that has already been started

Name	WorkflowPhase	Actions
Teststudentml17, testml17	Accepted	
Teststudentml17, testml17	Accepted	
Teststudentml17, testml17	Accepted	

Annual update will be disabled in the summer so that staff can prepare for the next school year. Schools will send a communication when it is available at the beginning of the new school year.