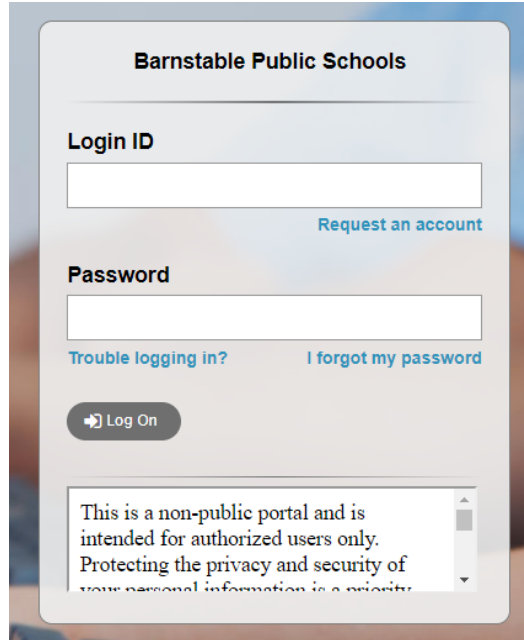


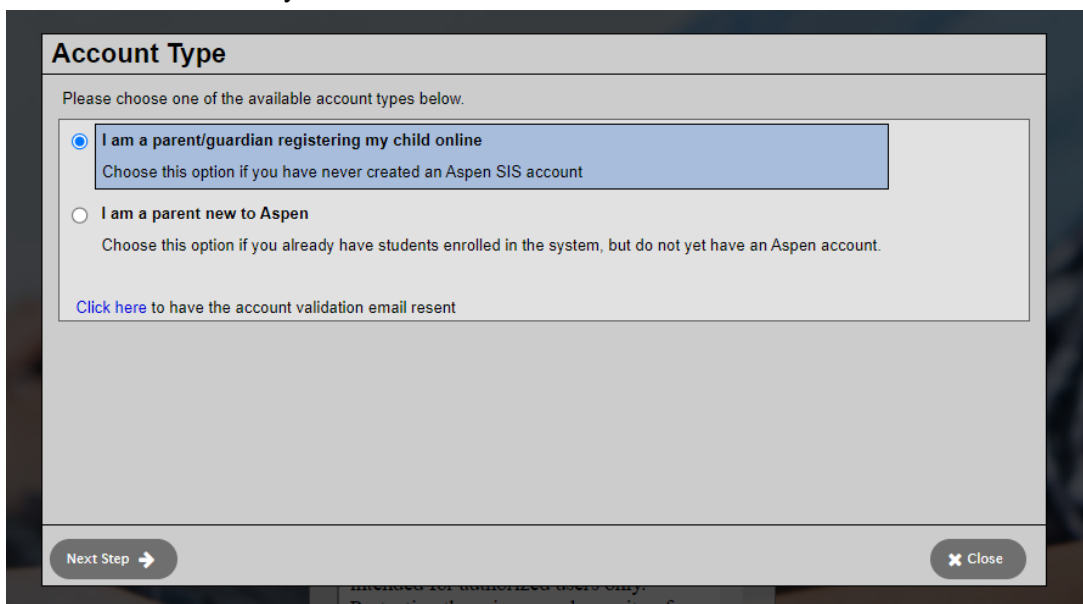
## Creating an Aspen Account and Registering a New Student:

1. On the Barnstable Public Schools' [Registration Page](#) click Pre-Register Here
2. On the Aspen page, click "request an account" if this is the first time you are registering a student in Barnstable OR you have not set up a parent account (parent accounts are new starting June 2023). You will need to do this on a computer or tablet. We have laptops available for use at our office (HYCC, 141 Bassett Ln, Hyannis).



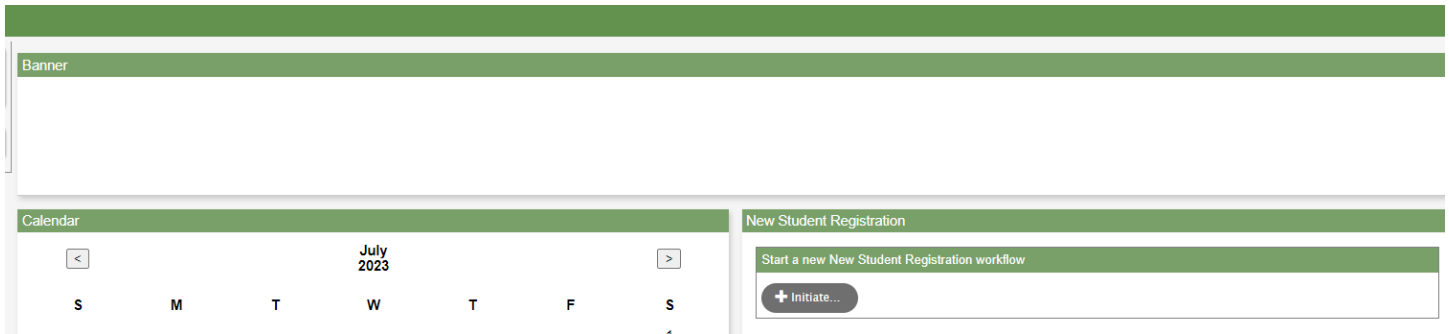
The screenshot shows the login interface for Barnstable Public Schools. At the top, it says "Barnstable Public Schools". Below that is a "Login ID" field with a "Request an account" link to its right. Underneath is a "Password" field with "Trouble logging in?" and "I forgot my password" links to its right. A "Log On" button is located below the password field. At the bottom, there is a scrollable text box containing a disclaimer: "This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of your personal information is a priority."

3. Create the account following the instructions
  - a. If you are a new parent to Barnstable, click "I am a parent/guardian registering my child online"
    - i. Click next step and fill in your information
    - ii. Click verify your email in the email sent to your account
  - b. If you have had a student in Barnstable, click "I am a parent new to Aspen" or use your login ID and password on the main Aspen page
    - i. If you do not know your login information, please email [bpsengagementcenter@mybps.us](mailto:bpsengagementcenter@mybps.us) with your full name and the name of your student and we will send you that information



The screenshot shows the "Account Type" selection screen. It asks the user to "Please choose one of the available account types below." There are two radio button options: "I am a parent/guardian registering my child online" (which is selected) and "I am a parent new to Aspen". Below the first option is the instruction "Choose this option if you have never created an Aspen SIS account". Below the second option is the instruction "Choose this option if you already have students enrolled in the system, but do not yet have an Aspen account." At the bottom left, there is a "Next Step" button with a right arrow. At the bottom right, there is a "Close" button with an X icon. A scrollable text box at the bottom contains the same disclaimer as the previous screenshot: "This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of your personal information is a priority."

4. Type in your username and password and click log on
5. On the Parent/Guardian Portal homepage click on “Initiate” in Start a new student registration.



6. A new window opens, and you will fill out each tab. At the end you will book an appointment time to finish the registration. Click Save and Close if you need to stop and come back to the registration.
  - a. Click the school year choice on the first page and click Next
  - b. On the student tab, fill out the information and contact information and click Next
  - c. Select the school you think your student will be going to. For K-3, use the address locator to pick the correct school. Click the next button.
  - d. On the Family/Contacts Page, click on the number to edit information about a contact.
    - i. Add new contacts using the “add” button
    - ii. You can add 6 contacts
    - iii. Under additional information, add custody agreements, protection orders or other pertinent legal information. If two people are on the birth certificate, the school must have both parents’ contact information or custody agreement, protection order, or other information about the parents.
  - e. On the Additional Information page, fill in any previous school information, military information, migrant status and FERPA information. Fill out the consent portion and click the links for transportation and food (which are not managed by the Family and Community Engagement Center)
  - f. On the Kindergarten page, fill out your student’s early childhood education information if they are entering kindergarten and click next
  - g. On the language tab, fill out all of the information about your student’s language and click next
  - h. On the health tab, fill out the medical information and then click on the magnifying glass to pick any health conditions your student may have. If none, go to the last section and pick “no medical conditions to report”. Pick any medications and allergies and give authorizations for any over the counter medications. Click next.
  - i. On the Services tab, click the boxes about special education and English language learning services and click next.
  - j. On the Documents tab, read this information carefully. For proofs of residency/address, we need to see the whole document and not just a partial screenshot.
    - i. Once you have read what documents we can accept, scroll down to the different document types and click “upload” to upload the documents.
    - ii. If you are having trouble uploading, bring the documents to your appointment or submit them via WhatsApp (508-356-4906) with your student’s name and date of birth.
    - iii. Your registration is NOT complete until we have all of the required documents and you have finished your registration appointment.
    - iv. Sign the residency affidavit and click next.

- k. On the appointment tab, pick an appointment time. Appointments are in-person at 141 Bassett Ln, Hyannis, MA 02601, inside the Hyannis Youth and Community Center. We are the first door on your right.
- l. **Click submit once you have picked a time. Review the documents you need to bring, write any notes for the registrar, and click submit again. Your application will not be viewable by the registration team unless you fully submit it.**
- m. You will receive a message that says “Thank you for completing this online pre-registration form.” You will also receive an email with your appointment confirmation. Please keep this appointment and if you need to cancel, do so at least 24 hours in advance so that another family could take that appointment time.