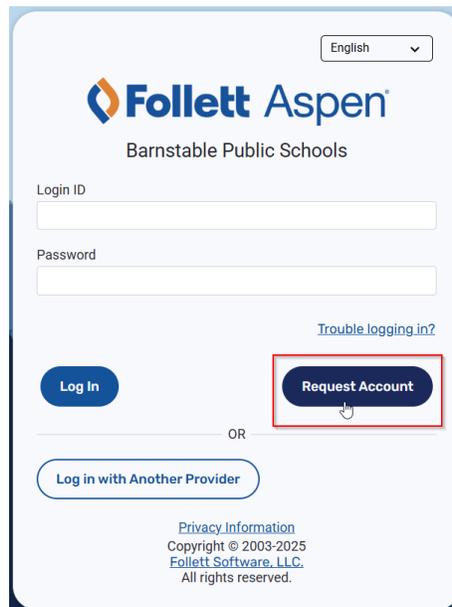
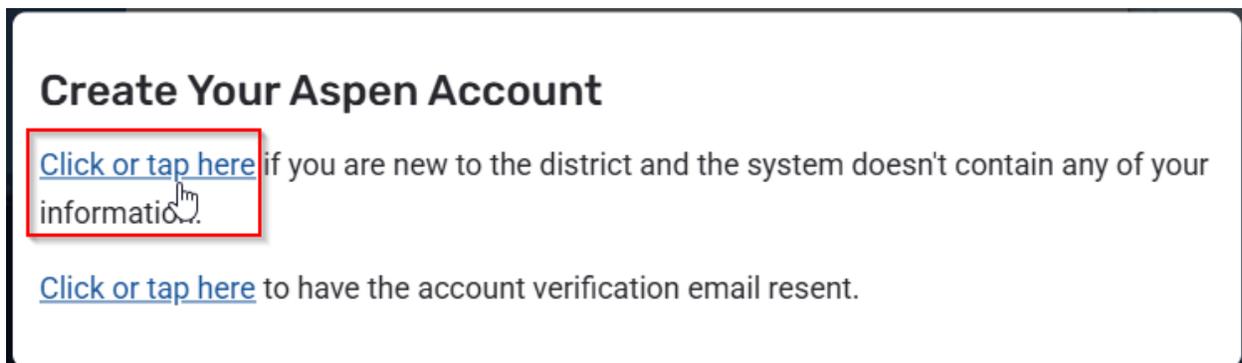


# Update Student Information in Aspen

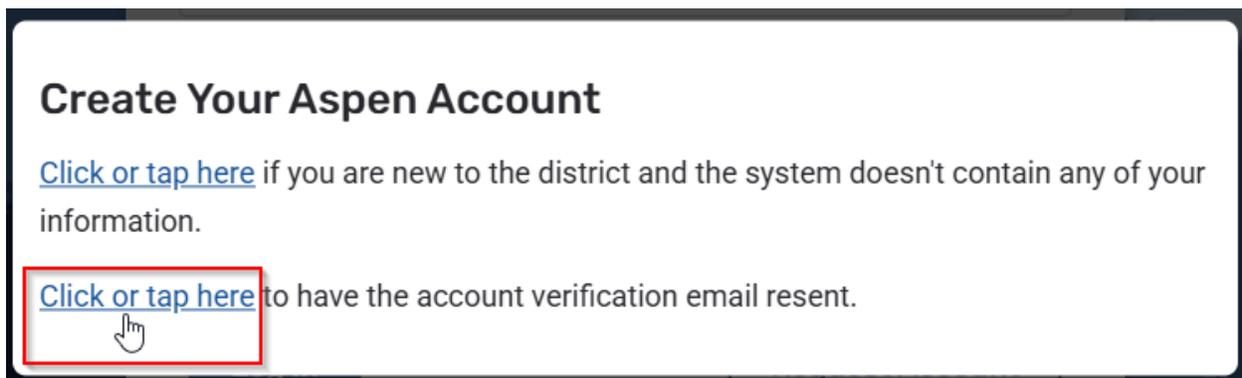
- The first step is to create an Aspen account, click on this link to start the process <https://ma-barnstable.myfollett.com/aspen-login/?deploymentId=ma-barnstable>



- Click here if you are NEW to Aspen:



- Click here if you already have an account and you need to verify the email address:



- Please fill in all Personal and Account Information and Click Next then Click Create My Account:

- Your account has been created and an email verification has been sent to the primary email address you provided.

**Create Your Aspen Account**

**Account Request Processed!**

A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email and password you just entered.

[Close](#)

Welcome! Please verify your Aspen email address Inbox x

**Aspen Support** <aspen-sysadmin@myfollett.com>  
to me ▾

Hi Robin Lynn,

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

**Account Verification**

Verification completed successfully!

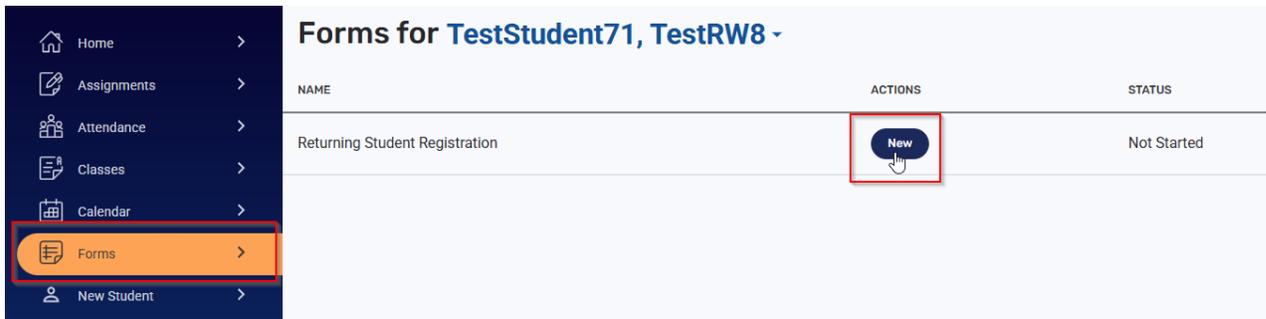
Your account is now active.

[Close](#)

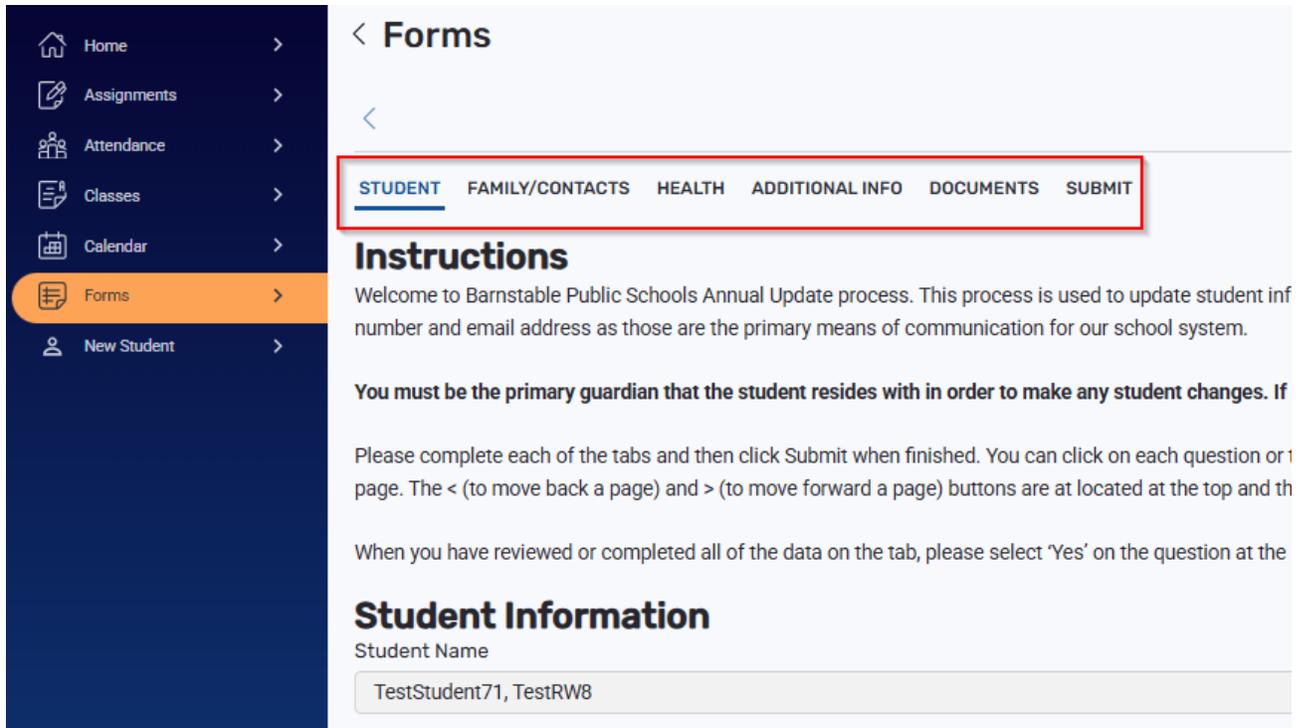
Go back to Aspen and log on with your new credentials. Login ID = email address and your password is the one you just created.

Update your student (s) information:

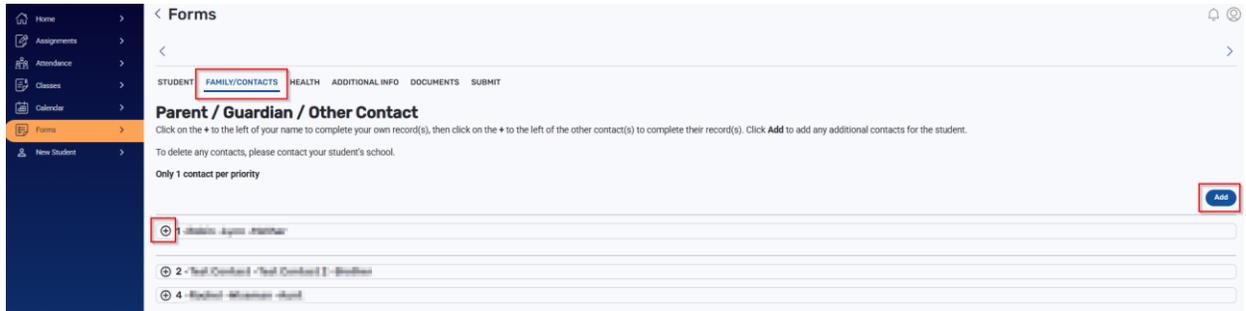
- Click on Forms and New to start



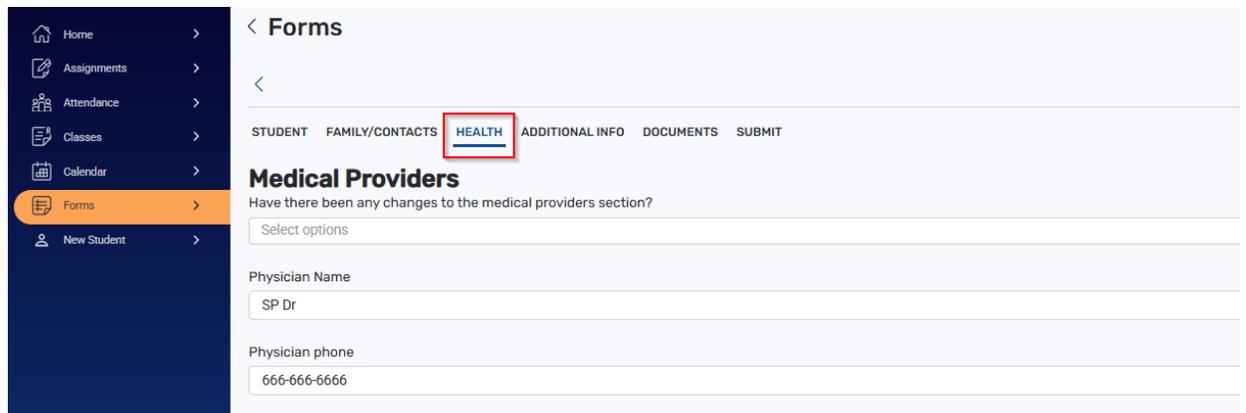
- Follow the directions very carefully. You will be working through the TABS that are outlined in RED. You do not have to finish the entire Update at once, you can always come back and finish your work – your changes will be saved each time you click the Save & Close button on the bottom of the page.
- If you are using a mobile device such as a phone or tablet, the arrows will be at the bottom of the screen.



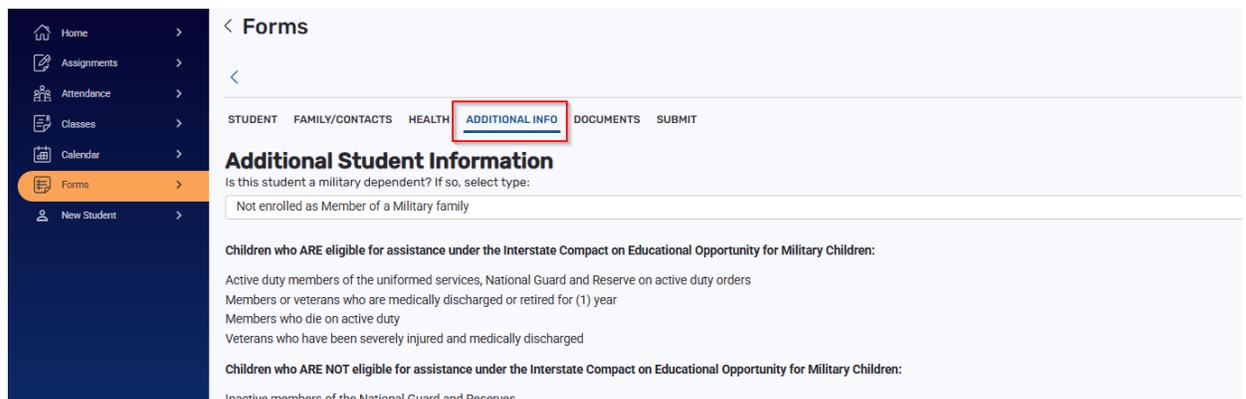
- Family/Contacts Tab – You can update your own information and limited fields on the other contacts by clicking on the + sign to open the record. If you need to delete or update more information – Please contact your school directly.



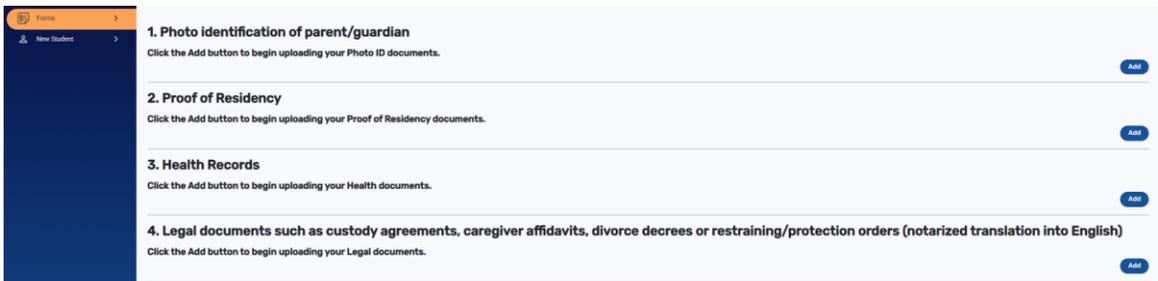
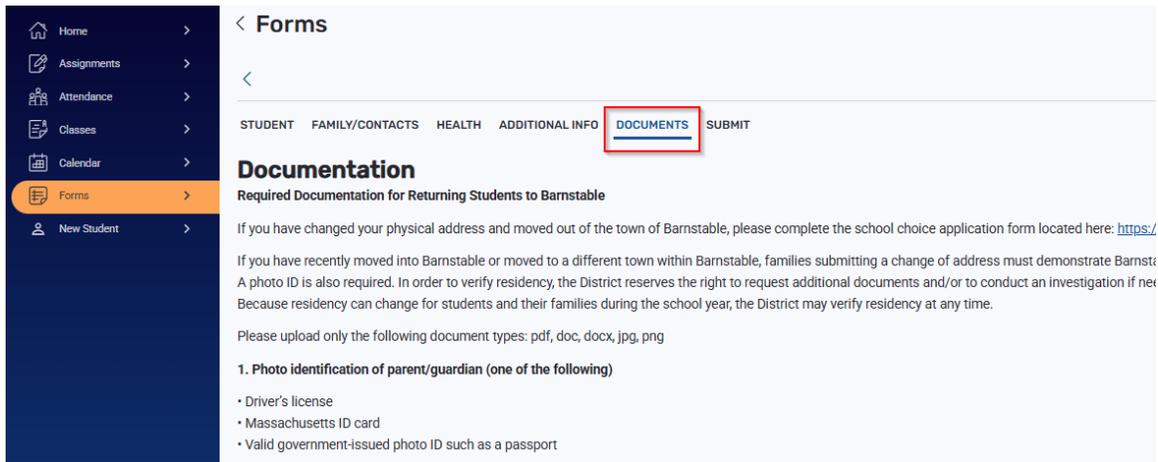
- Health Tab – Please update ALL information. You will need to choose something or NONE/No Medical Conditions to report in the Medications and Medical History sections.



- Additional Info Tab – Please review the handbook and acceptable use policies if you are unfamiliar with the contents of either document.



- Documents Tab – Please Add any supporting documents.

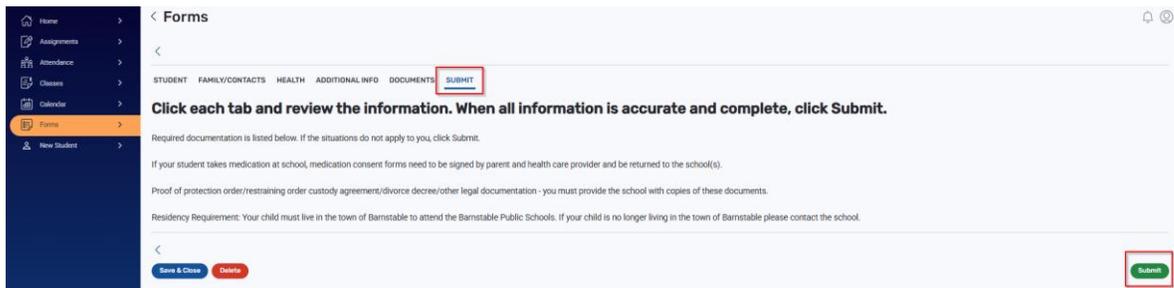


- Remember to Type in your name:

**Enter your name to confirm you have read and agree to our Affidavit of Residency. \***

Please type your name

- Submit Tab – Click Submit



- You will receive this red “Please fix all form errors” if you have missed any fields:



- When you have completed the Student Update you will receive an email from Aspen.

----- Forwarded message -----  
From: [aspen-sysadmin@myfollett.com](mailto:aspen-sysadmin@myfollett.com) <[aspen-sysadmin@myfollett.com](mailto:aspen-sysadmin@myfollett.com)>  
Date: Thu, Feb 27, 2025 at 1:55 PM  
Subject: Re-Registration form for Test Student SY24, Test BUE received  
To: [REDACTED]

Thank you for completing the Re-Registration form. Once reviewed, any changes will be updated on the student's records in Aspen and you will be notified via email.