

Contact Verification – Quick Start Sheet

Greater Lowell Technical High School provides an on-line contact verification tool which allows parents & guardians to change their contact information inside of Aspen X2. Parents/Guardians are allowed to update a contact phone number, primary address, or email addresses. To add or delete a contact please contact the main office.

Note: A parent portal account is required to complete contact verification.

First Time Instructions

Log in with the user name and password for your parent portal account. If you do not have a parent portal account, please [contact our parent portal team](#).

If this is your first time editing contact information you will have to click on your name in the top right corner and then "Set Preferences." Then click on "Home" and make sure "Tasks" is selected. Press OK to enable the Tasks widget.

Once you are logged in and the tasks widget is visible, you can start the Contact Verification process

Detailed Instructions

Log in with the user name and password for your parent portal account.

If this is your first time editing contact information you will have to click on your name in the top right corner and then "Set Preferences."

Then click on "Home" and make sure "Tasks" is selected. Press OK to enable the Tasks widget.

Once you are logged in and the tasks widget is visible, you can start the Contact Verification process.

- a. Click on the Initiate button in the Tasks area on the right side of the parent portal.
- b. In the Initiate Workflow window, in the Workflow field, pull down to select Contact Verification.
- c. Select today's date.
- d. Then click on the magnifying glass to reveal your child/children's names. You will need to run this Workflow task once for each child you have in the school system.
- e. Select a child by clicking on the button to the left of your child's name and click OK to proceed.

Click Next to go to step 2 of the Wizard.

Any current information that the school has in the system will appear in the boxes on step 2. Correct or fill in all the fields. Please be sure to scroll down to see all the fields. To view and edit contacts follow the instructions below.

- a. Click on the Contacts tab at the top to see the list of Parent/Guardian Contacts.
- b. Click on each contact and update the information. Click OK to save the information.
- c. When you have completed filling in the fields, click Next.
- d. Click Finish. Main Office staff will review the changes and post them to the student record.

If you have more than one child in GLTHS - return to the beginning to run the Contact Verification for each child you have.

Visual Instructions

Click on "Initiate" under "Tasks".

Tasks Edit

Open Tasks + Initiate...

Received	Workflow	Task	Subject
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Select the Magnifying Glass.

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow	Contact Verification
Date	8/6/2019
Student	<input type="text"/>

Select the student you would like to edit contact information for.

1 record

Name	YOG	Homeroom
Test Student	2020	1256

Click OK and proceed to change any information necessary.

Initiate Workflow: Details Step 2 of 3

Contact Verification Details for Test Student

Student Demographics | Contacts

First Name	Test
Last Name	Student
Home Phone	978-555-5555
Work Phone	978-555-5555
Mobile Phone	
Street	123 East St.

Click NEXT and proceed to confirm your changes.

Click FINISH to confirm and submit your changes.

Initiate Workflow: Confirmation Step 3 of 3

Workflow	Contact Verification
Student	Test Student
Date	8/6/2019

Main Office staff will review the changes and post them to the student record.