

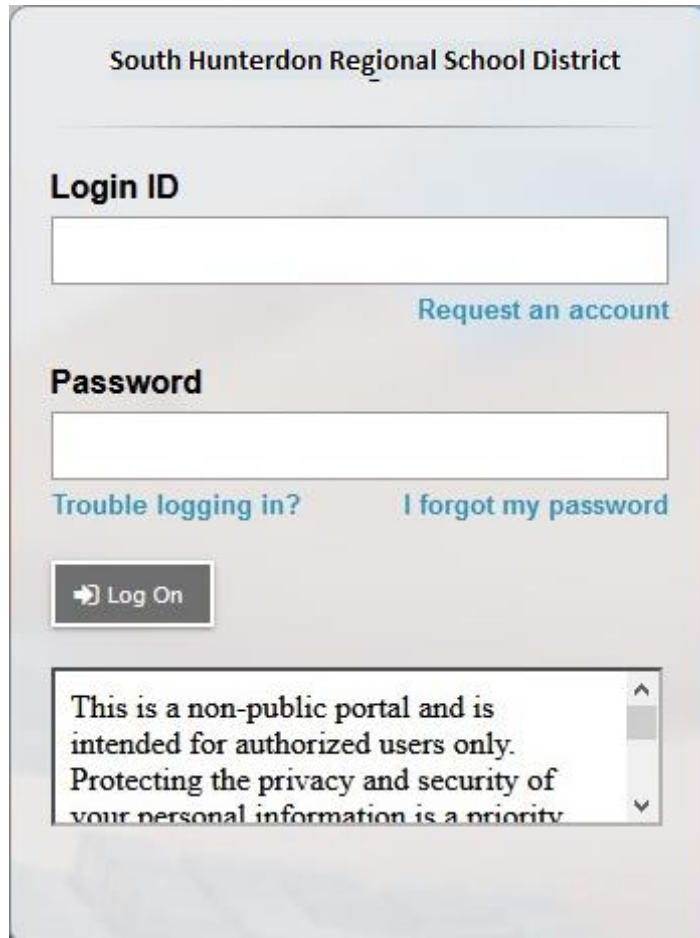
How to Create a Family Portal ASPEN Account:

The ASPEN family portal is a great resource for accessing your child's grades, schedule, and attendance. Beginning January 2021, it is also necessary to have an ASPEN account in order to register your child with the South Hunterdon Regional School District.

To create your ASPEN parent account:

1. Go to the ASPEN home page for the South Hunterdon Regional School District:

<https://nj-southhunterdon.myfollett.com/aspn/logon.do>



The screenshot shows the ASPEN login interface for the South Hunterdon Regional School District. At the top, the district name is displayed. Below it are two input fields: "Login ID" and "Password". To the right of the "Login ID" field is a blue link that says "Request an account". Below the "Password" field are two more blue links: "Trouble logging in?" and "I forgot my password". A dark grey button with a right-pointing arrow and the text "Log On" is positioned below the password field. At the bottom of the form area, there is a scrollable text box containing the following text: "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."

2. Click on "**Request an account**".

NOTE: The link may not appear on mobile phones.

- The next screen will ask you to create an Aspen account. Select the option, “*I am a parent/guardian registering my child online.*” If you have a student currently enrolled at South Hunterdon Regional School District **DO NOT CREATE A NEW ACCOUNT.** Log into your account and use the Online Registration Form. This can be found on the Pages top tab.

The screenshot shows a web interface titled "Account Type" with a "Login ID" header. Below the title, it says "Please choose one of the available account types below." There is a single radio button option selected: "I am a parent/guardian registering my child online". Below this option, it says "Choose this option if you have never created an Aspen SIS account". At the bottom left of the main content area, there is a link: "Click here to have the account validation email resent". At the bottom of the screen, there are two buttons: "Next Step →" on the left and "✕ Close" on the right.

- Please enter your name, address, and phone number. ALL fields are required.

The screenshot shows a web interface titled "Create Your Aspen Account" with a "Login ID" header. Below the title, it says "Information for the account holder (for a parent or guardian, this is your information, not your child's)". The form contains several input fields: "First name *", "Last name *", "Address line 1 *", "Address line 2", "City *", "State/province *" (with a dropdown menu showing "NJ"), "Postal code *", and "Phone 1 *". At the bottom of the form, there are three buttons: "← Previous Step", "Next Step →", and "✕ Close".

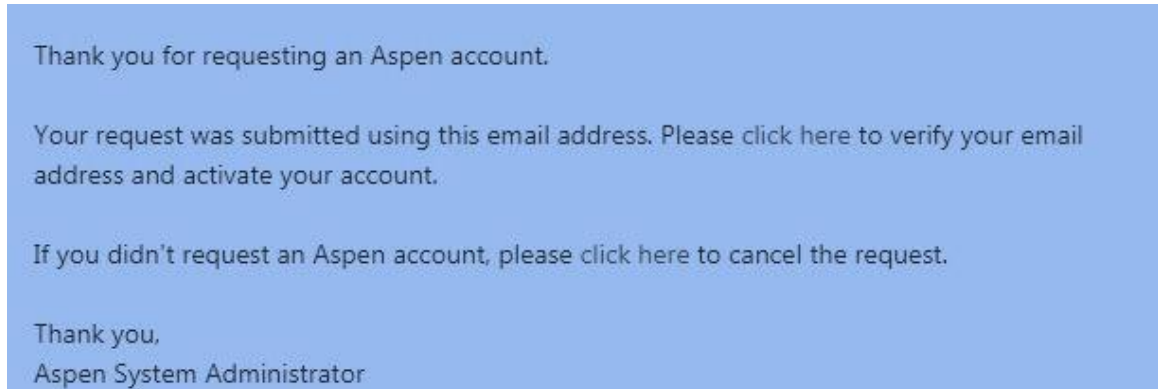
5. On the next screen, you must enter an email address, create a password, and set up a security question/answer for account recovery. **THIS WILL BE YOUR ASPEN LOGIN USED TO REGISTER YOUR STUDENT.** Your email address is the Login ID and your password is what you create here.

The screenshot shows a web form titled "Account Information" with a "Login ID" header. The form contains several input fields: "Primary email *", "Confirm email *", "Password *" (with a "Requirements" link), "Confirm Password *", "Security question *" (a dropdown menu with "What are the last 4 digits of your SSN?" selected), "Security answer *", and "Confirm answer *". At the bottom, there are three buttons: "Previous Step", "Create My Account", and "Close".

6. ASPEN will send a verification email to the address you specified.

The screenshot shows a confirmation screen titled "Confirmation" with a "Login ID" header. It features a green checkmark icon and the text "Account request processed!". Below this, there is a section titled "Next step" with the text: "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 address and password you just entered." A "Note" follows: "Be sure to check your spam folder if you don't see the email right away." A "Close" button is located at the bottom right.

7. To verify your account, navigate to your email and locate the verification email from ASPEN. Click on "**Click here**" to verify your email address and activate your account.



8. Once you verify your email, your account will now be active. You can use your email and password at the login screen to begin your student registration.

