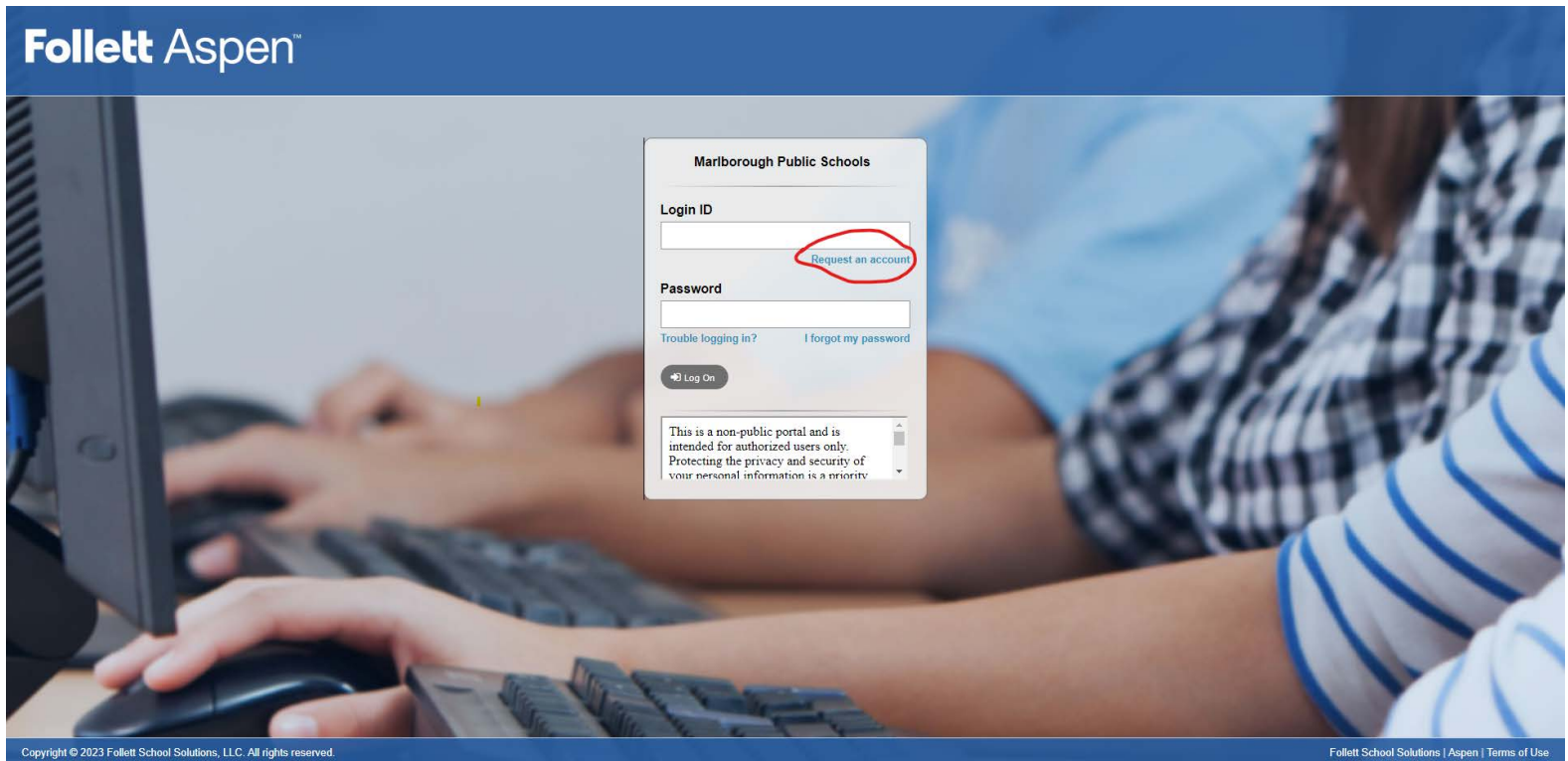


Register a New Student using the Aspen Online Registration Form

If your child is new to Marlborough Public Schools, or is not enrolled in one of the district schools (i.e. is homeschooled, attends private school), then you will register your child using the **Aspen Online Registration Form** following the steps below:

1. Request an **Aspen Family Portal Account** at this address: <https://ma-marlborough.myfollett.com/aspen/> or <https://ma-marlborough.myfollett.com/aspen-go/> for mobile users, and click Request an Account to open the Account Type window, select the account type and then Next Step.



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

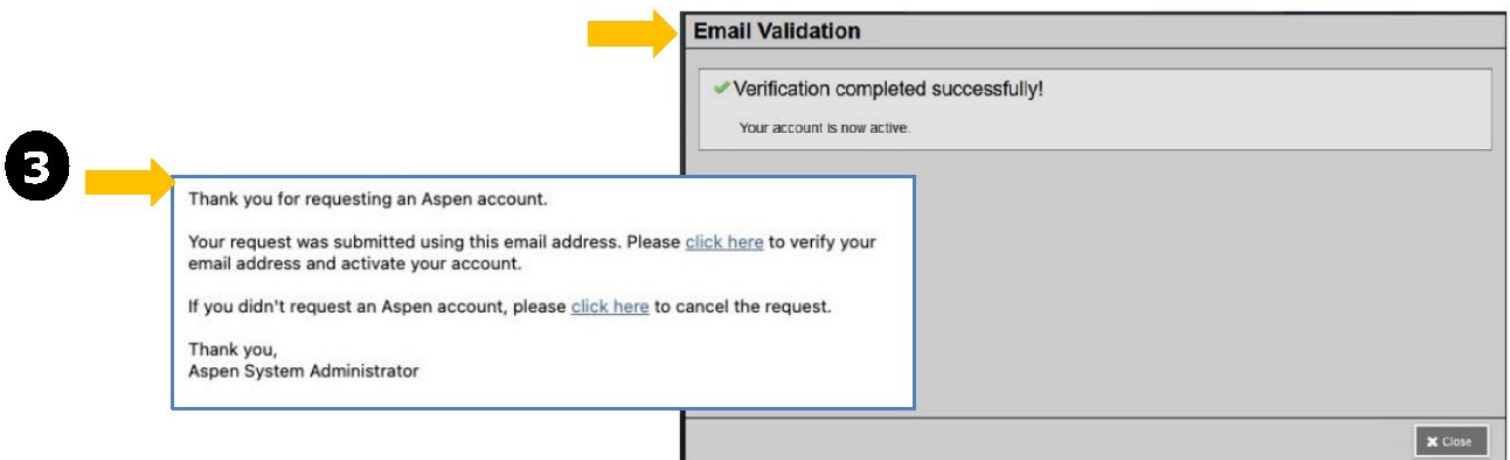
☐ I am a parent new to Aspen
Choose this option if you already have students enrolled in the system, but do not yet have an Aspen account.

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

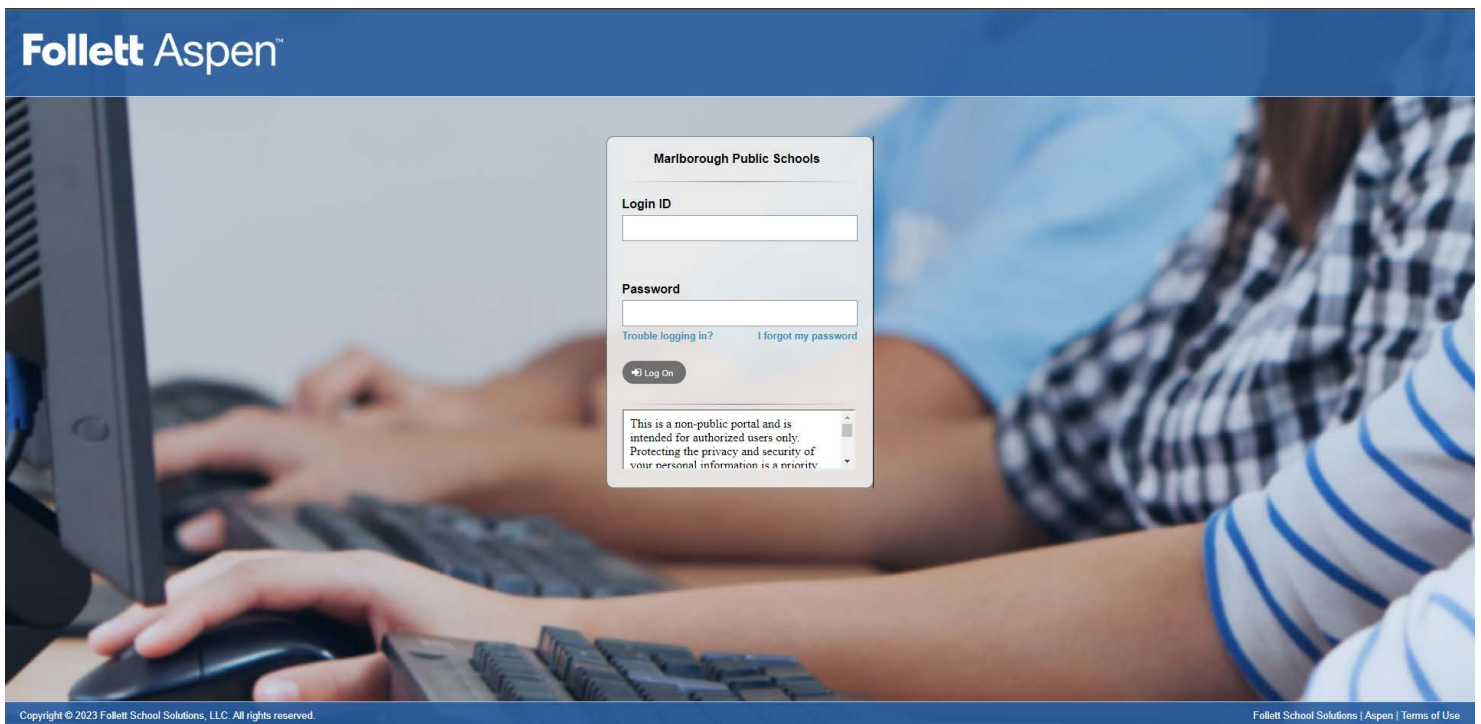
Next Step → Close

2. In the **Create your Aspen Family Account** window and enter your first name, last name, address, and phone number. Select **Next Step** to open the **Account Information** window and enter your email address and password. Select **Create My Account** and you will see a **Confirmation** window. If not, please review and reenter the email or password information you entered incorrectly.

3. Check the email you provided for a message with your new account information and click on the link in the message to validate your email and you will see an **Email Validation** window with a verification message.



4. Go to <https://ma-marlborough.myfollett.com/aspen/> and enter the email and password you used to request the **Aspen** account and click the **Log On** button to log into your new account.



5. Your Aspen dashboard will open in **Family View**. Click on your name in the top right hand corner and select **Set Preferences** to change your language if needed. For language selection, in **Default Locale** select **US English** (the default is English), **Spanish**, or **Portuguese** from the drop box. Navigate to the **New Student Registration** widget where you will select the **+Initiate** button to select and access the **Online Registration Form**.

The screenshot shows the Aspen dashboard for Marlborough Public Schools 2022-2023. In the top right corner, the user's name 'User, Admin' is displayed, and a 'Set preferences' button is circled in red. Below the dashboard, a window titled 'ma-marlborough.myfollett.com/aspen/userPreferences.do?de...' is open, showing the 'General' tab with a 'Default locale' dropdown menu. The dropdown menu is open, showing 'Portuguese', 'Spanish', and 'US English'. The 'US English' option is selected. Below the dropdown, there are fields for 'Auto-save interval (minutes)' (set to 25), 'Disable User-defined Help' (checked), 'List Options' (Records per page: 25), 'Show lower page controls' (unchecked), and 'Warn on save' (checked). The 'OK' button is highlighted. In the background, the 'New Student Registration' widget is visible, with a '+ Initiate...' button circled in red.

6. Under **School Year Selection** click on **2024-2025**.

Fill out each section and **Submit** when you are finished. You can save the form and return at any time to complete.

The screenshot shows the 'Online Registration Form' with a tabbed interface. The 'Start' tab is selected. The 'Instructions' section states: 'Please complete each of the tabs, and then "Submit" when finished. If you need to stop and come back later, select "Save & Close".' The 'Personal Information Notice' section states: 'The personal information collected will be used for education, administration, and statistical purposes of the District and/or Department of Education. Questions about this collection of personal information should be directed to Registration and Parent Outreach Center. 25 Union Street, Marlborough, MA 01752 (508) 460-3594'. The 'School Year Selection' section has the text: 'To begin registration, select a school year below:'. There are two radio buttons: '2023-2024' and '2024-2025'. The '2024-2025' radio button is selected. At the bottom, there are buttons for 'Previous', 'Save & Close', 'Next', and 'Cancel'.