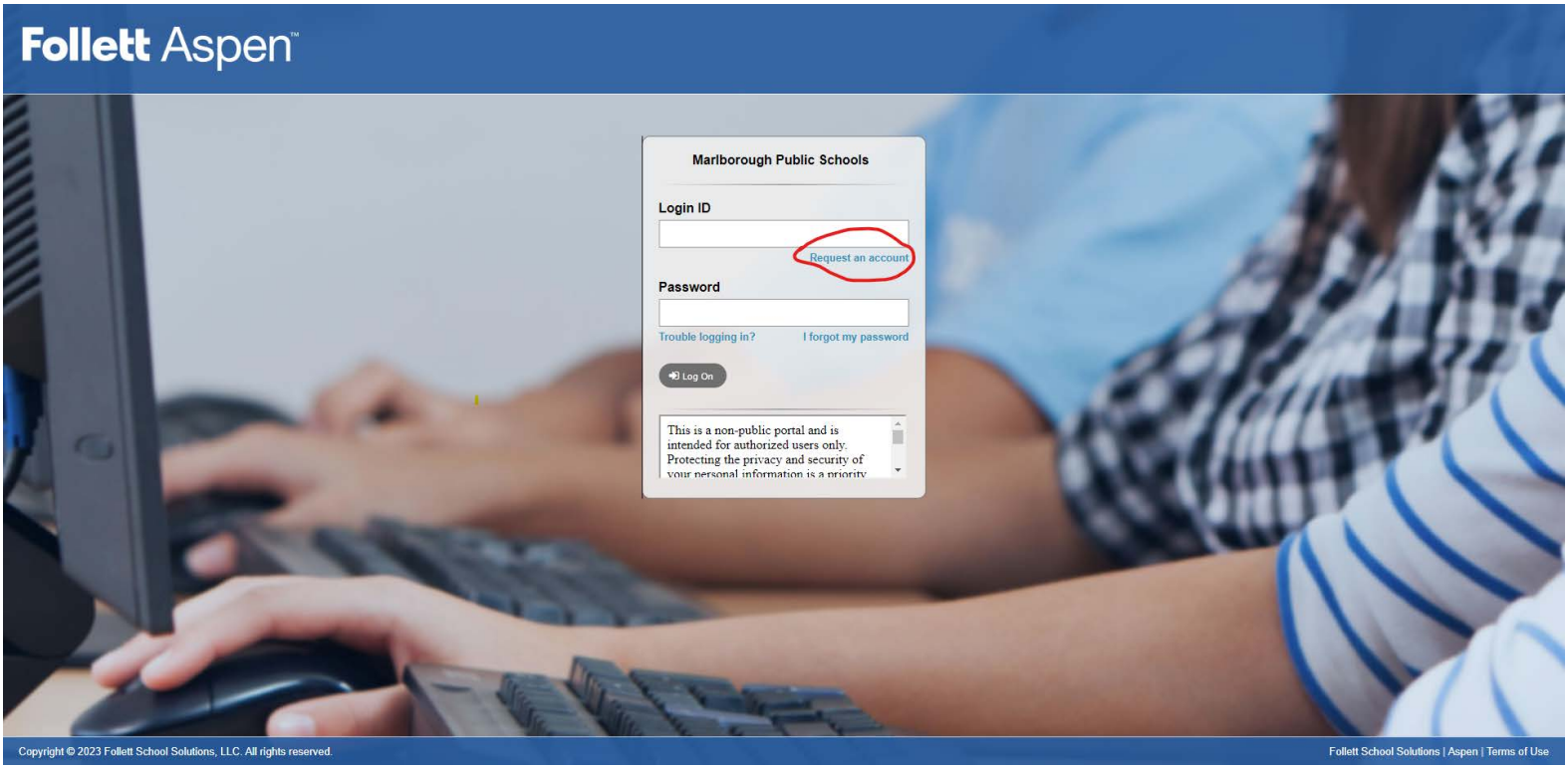
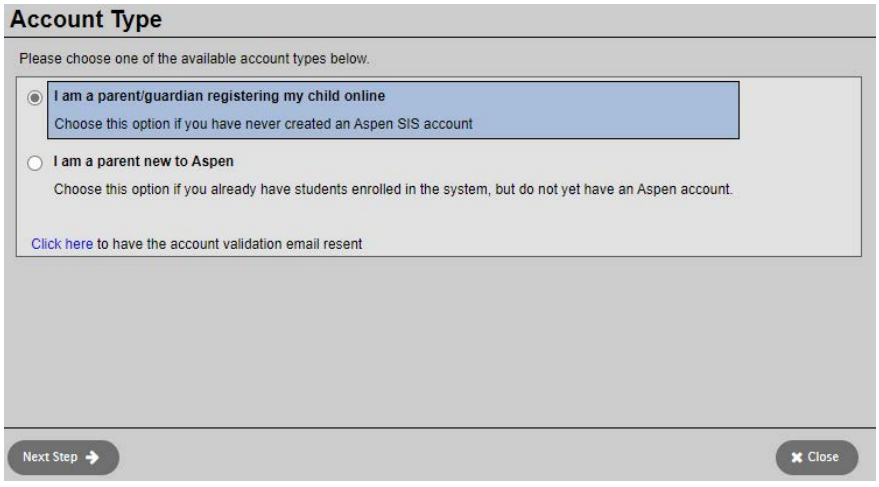
Register a New Student using the Aspen Online Registration Form

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:

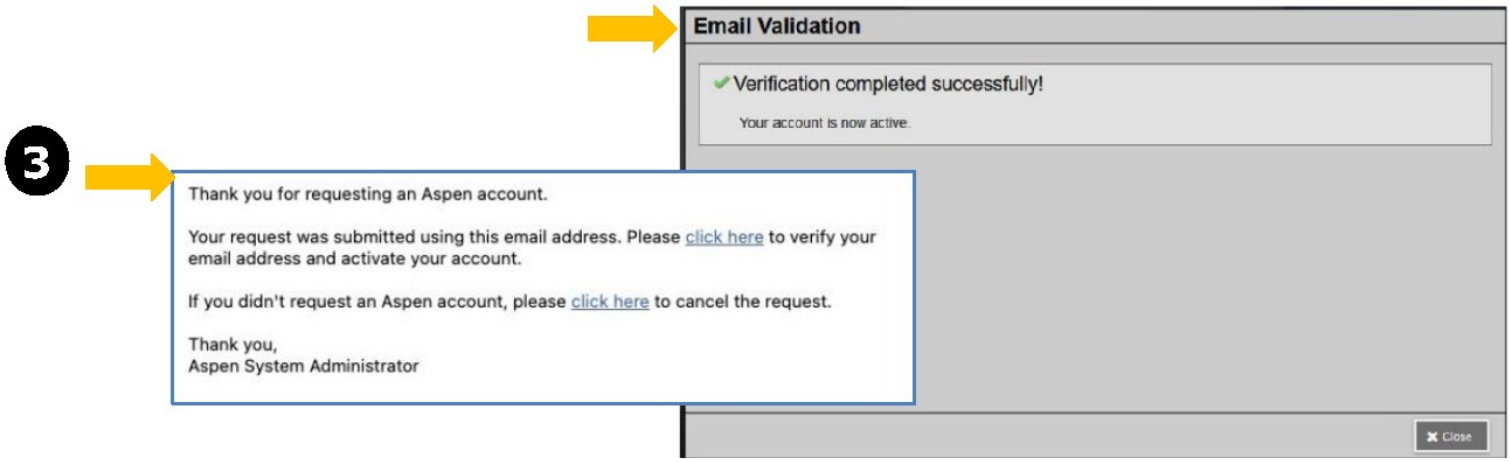
1. Request an **Aspen Family Portal Account** at this address: https://ma-marlborough.myfollett.com/aspen/ or https://ma-marlborough.myfollet.com/aspen-go/ for mobile users, and click Request an Account to open the Account Type window, select the account type and then Next Step.



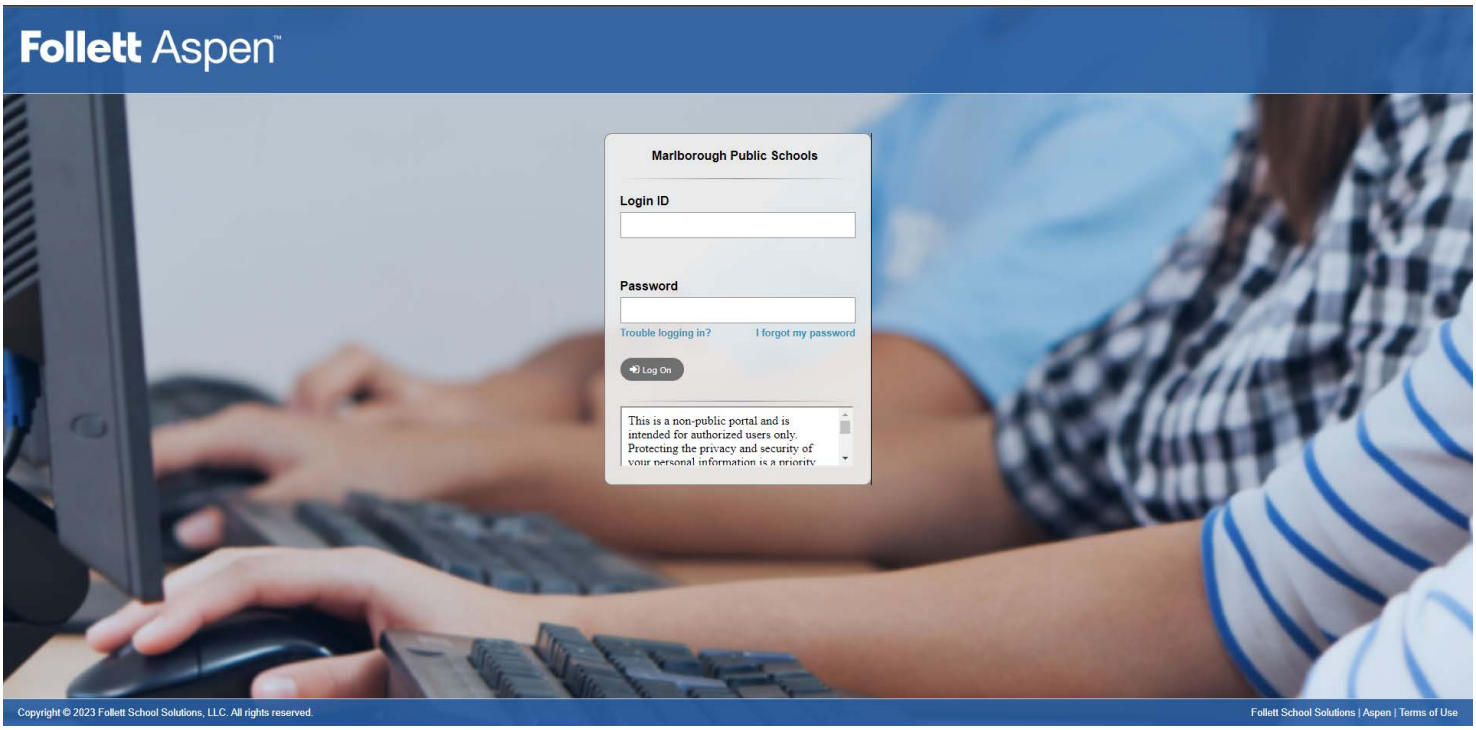


2. In the **Create your Aspen Family Account** window and enter your first name, last name, address, and phone number. Select **Next Step** to open the **Account Information** window and enter your email address and password. Select **Create My Account** and you will see a **Confirmation** window. If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

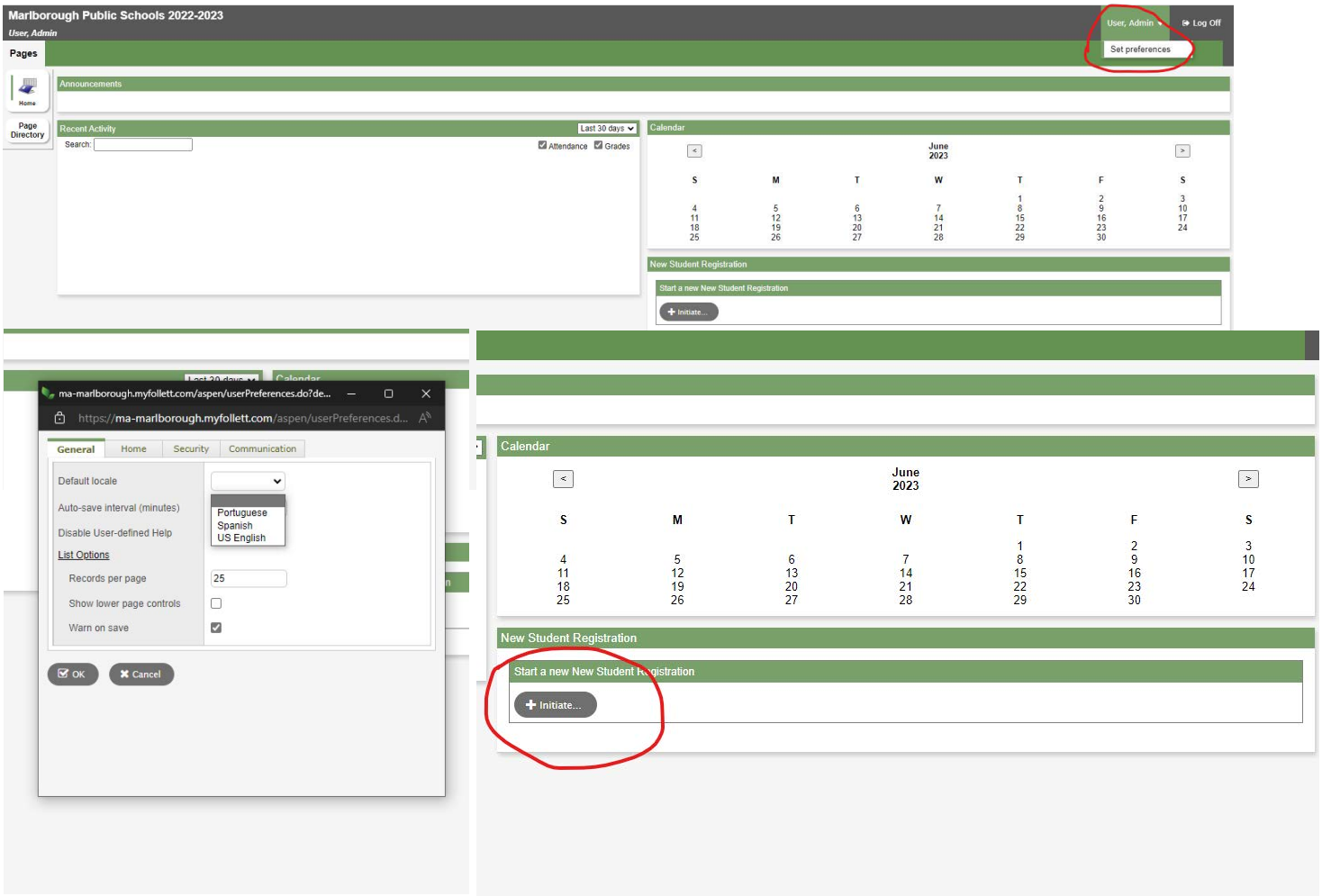
3. Check the email you provided for a message with your new account information and click on the link in the message to validate your email and you will see an **Email Validation** window with a verification message.

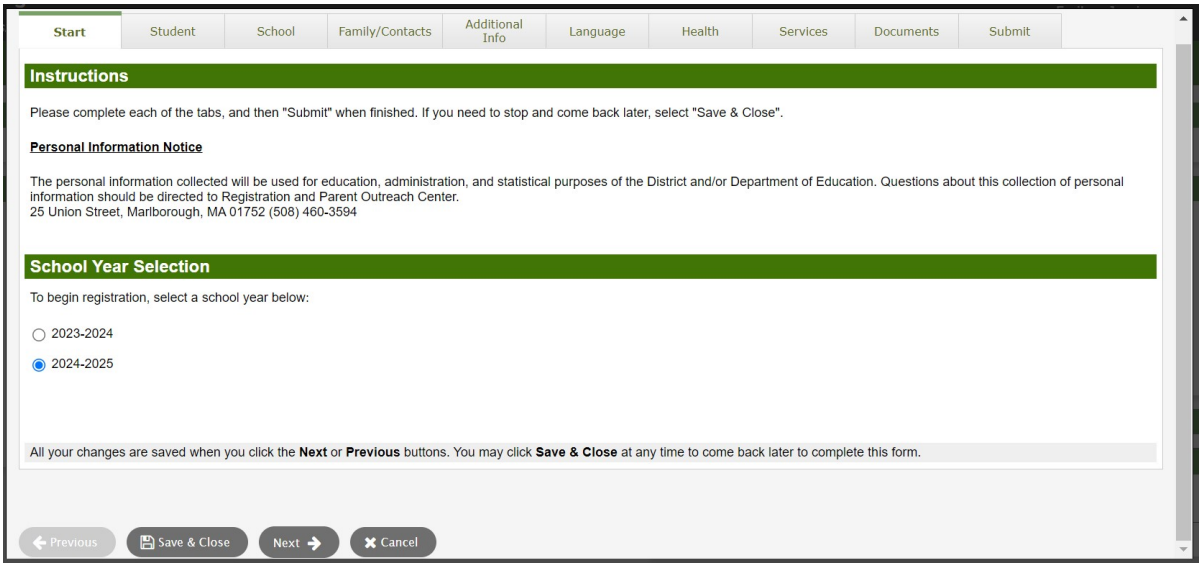


4. Go to https://ma-marlborough.myfollett.com/aspen/ and enter the email and password you used to request the **Aspen** account and click the **Log On** button to log into your new account.



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**.



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.