Logging into the Aspen Student Portal – MHS

What is Aspen?

Aspen is a secure, Web-based school information management system.
It is used by Marlborough High School to track student data – from attendance to conduct and grades to schedules. MHS uses Family and Student portals to increase communication among parents, students, teachers, and administrators.

To Access the Aspen Student Portal

Log in to Aspen Family Portal using this link: https://ma-marlborough.myfollett.com
Enter your **Login ID** and **Password**

How can I get an Aspen Login ID and Password?

For Parents/Guardians of Newly Registered Students:
- When you registered for school, you should have provided a username and password.
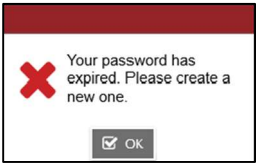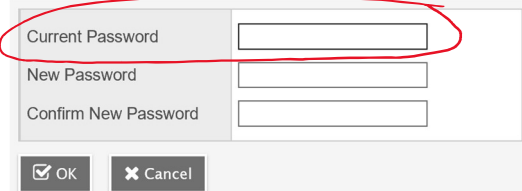
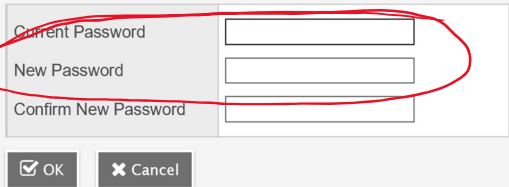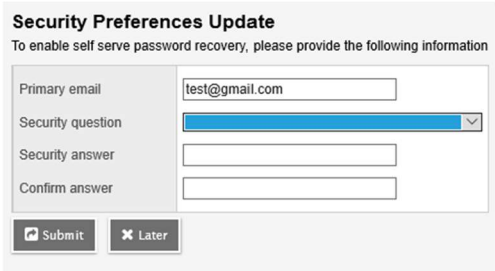**For Existing MHS Students:**
You will need to contact the Guidance Administrative Assistant (Ms. Lisa Delano at (508) 460-3500 Extension—7531) She can assist you.

What if I can't log in?

Click on the **I forgot my password** link on the login page and follow the directions. If that doesn't work, or if you don't know your login ID, you will need to contact the Guidance Administrative Assistant (Ms. Lisa Delano at (508) 460-3500 Extension—7531)

Logging into Aspen for the First Time - On a Computer or Chromebook.

1. When you log into Aspen for the first time, you will receive a message that your password has expired. 2. Click OK and create a new password.	
3. On the next screen, you will be asked to enter your current password (this is the default was provided to you by Ms. Delano)	

4. On the next 2 lines enter, then confirm your new password.
 	
Your New Password Must Meet the following Requirements:
    At least 6 characters long
    At least one number
    At least one capital and lowercase letter
    Your password cannot contain the word 'password', your login name, your first name, middle name, or last name, or only sequential letters or numbers
	Current Password
	New Password
	Confirm New Password
	
	☑ OK ✖ Cancel

5. Following your password change, you will be asked to answer some security questions which you will answer in order to gain access to your account if you have forgotten your password, or if you would like to change your password. 6. Enter the email address associated with the account. 7. Select a security question from the drop-down menu. 8. Type and then re-type the answer to your question.	**Security Preferences Update** To enable self serve password recovery, please provide the following information Primary email test@gmail.com Security question Security answer Confirm answer 🔄 Submit ✖ Later

Logging into Aspen for the First Time - On a Phone/Tablet.

(If you have already logged in on a Chromebook or Computer, you will not need to complete these steps.

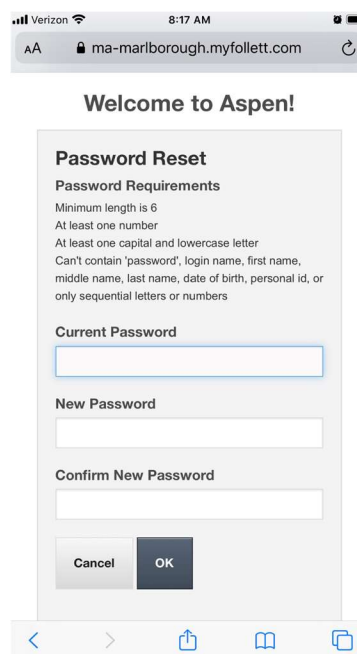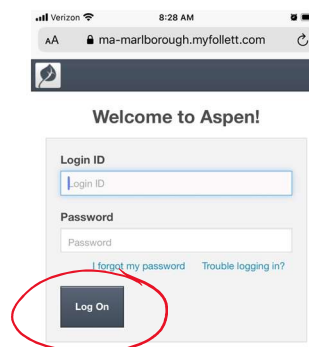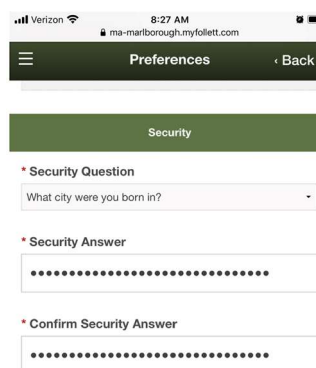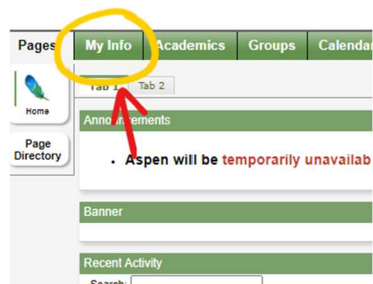|	
1. When you log into Aspen for the first time on mobile, you will be brought to a screen that prompts you to reset your password. 2. In the first field, enter your current password (this is the default that may have been provided via email or your student's House Office). 3. On the next 2 lines enter, then confirm your new password. Your New Password Must Meet the following Requirements: 　At least 6 characters long 　At least one number 　At least one capital and lowercase letter 　Your password cannot contain the word 'password', your login name, your first name, middle name, or last name, or only sequential letters or numbers 4. Click OK and create a new password.	**Welcome to Aspen!** **Password Reset** **Password Requirements** Minimum length is 6 At least one number At least one capital and lowercase letter Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers **Current Password** **New Password** **Confirm New Password** Cancel　OK
5. Following your password change, you will be brought back to the Log in Screen. 6. Log in with your new password.	**Welcome to Aspen!** **Login ID** Login ID **Password** Password I forgot my password　Trouble logging in? Log On
7. Following your password change, you will be asked to answer some security questions which you will answer in order to gain access to your account if you have forgotten your password, or if you would like to change your password. 8. Select a security question from the drop-down menu. 9. Type and then re-type the answer to your question.	**Preferences**　‹ Back **Security** * Security Question What city were you born in? * Security Answer •••••••••••••••••••••••••••• * Confirm Security Answer ••••••••••••••••••••••••••••

How do I look at my attendance?
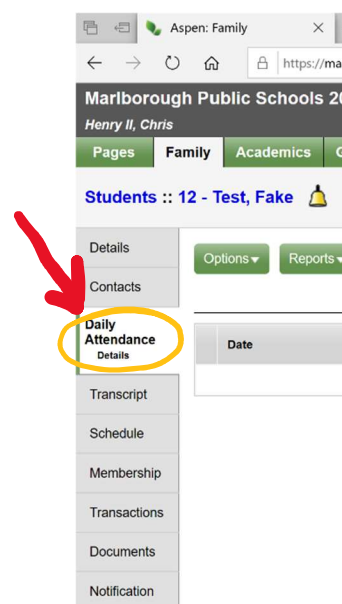
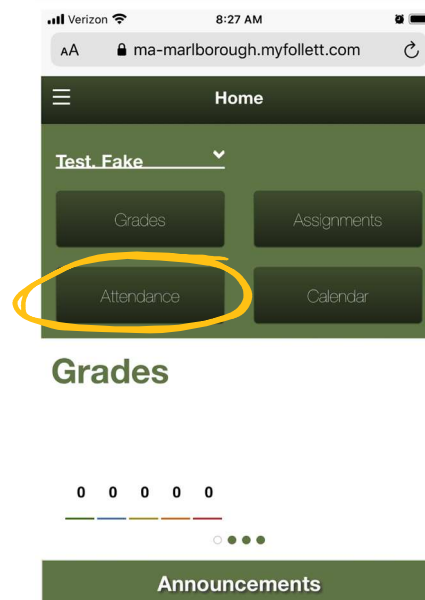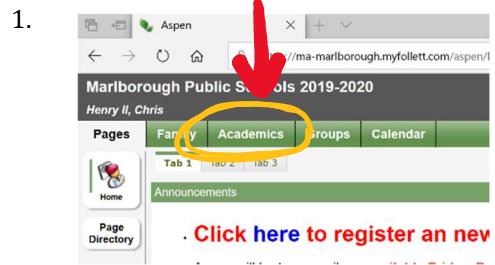|	
On a desktop computer: 1. Click on "My Info" top tab. 2. Click on "Daily Attendance" on the side tab	1. 2.
On Mobile: · Click the "Attendance" Button	

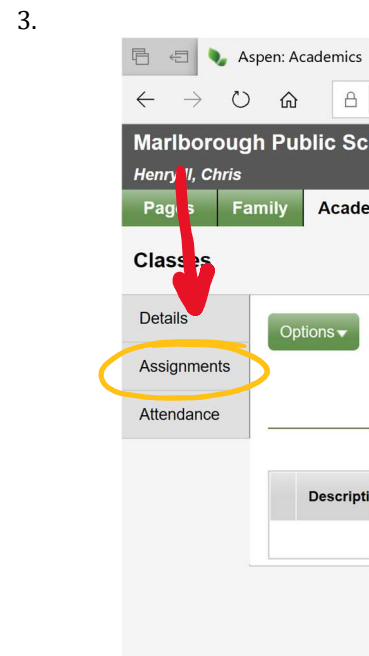## How do I look at my schedule and grades?

On a desktop computer:
1. Click on the "Academics" top tab
2. A list of courses will appear
3. Click on one of the course numbers. You will see a screen for a grade summary for that class. (Course numbers are blue).
4. Click on the Assignments side tab to see a list of assignments, and the grades for each assignment.
5. To see information for other classes, either use the arrows at the upper right corner of the page, or click again on the Academics top tab, and then click another blue course number.

1.

2.

	Course	Description	Term	Schedule	Teacher
	9509A-01	PE/ Wellness 9	12	1(D1) 2(D3-D7)	Chirco, Amy; Nelson, Erik; Hautala, Tonya
	6636A-03	Music Production I (9)	12	4(D1-D4) 5(D6-D7)	McNulty, Shannon
	PBL9-01A	9th Grade PBL	1234		Munson, Christopher; Goodhue, James; Malvik, Jon; Marcoaldi,
	0001A-01	H Freshman English	1234	1(D2-D7)	St. George, Brendan
	1511-01	H Latin II	1234	2(D1-D2) 3(D4-D7)	Schrepfer-Tarter, Amy
	3101A-02	H Physics	1234	3(D1-D3) 4(D5-D7)	Malvik, Jon
	4111A-03	H World History II	1234	5(D1-D5) 6(D7)	Goodhue, James
	2001A-04	H Algebra I	1234	6(D1-D6)	Munson, Christopher
	PAN-344-9	Panther Period	1234	7(D7)	St. George, Brendan
	6029A-02	Intro to Media Art	34	1(D1) 2(D3-D7)	Vigeant, Sheldon
	6019A-04	Art Foundations	34	4(D1-D4) 5(D6-D7)	Marcoaldi, Kimberly

0 of 11 selected

3.

| On Mobile:
 • Click the "Grades" Button
 • Course grades for each quarter will appear

 To view individual assignments, select the "Assignments" button. | |