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.

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

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.
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.

5. Following your password change, you will be brought back to the Log in Screen.
6. Log in with your new password.

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.
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.

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.
On Mobile:
- Click the “Grades” Button
- Course grades for each quarter will appear

To view individual assignments, select the “Assignments” button.