

# Logging into the Aspen Parent Portal

## 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 Parent 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 an email address.
- You should have received an email from “aspen-sysadmin@myfollett.com” containing a Login ID and password. (This email is automatically created and sent in the evening after your child has attended their first day of school.)
- If you did not receive an email containing account info, please contact your child’s house office to ensure that your correct email address is on file.

### For Parents/Guardians of Existing MHS Students:

You will need to contact the Guidance Administrative Assistant (Ms. Lisa Delano at (508) 460-3500 Extension—7531) or your child’s house office and provide a current email address.

#### House Orange:

Contact: Ms. Kelly Russel  
Mr. Stephen Bishop, Assistant Principal  
(508) 460-3500 Extension—7349

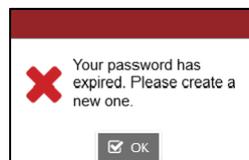
#### House Black:

Contact: Ms. Julie Campbell  
Mr. John Travers, Assistant Principal  
(508) 460-3500 Extension—7451

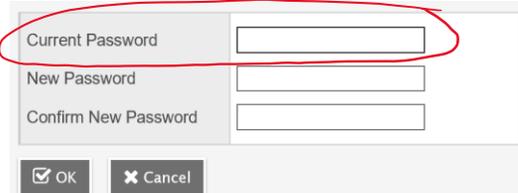
**Note:** If you have more than one student enrolled at Marlborough Public Schools (Grade 5-12) you will be able to see all students from one account as long as the same email address is on file for all students.

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

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 that may have been provided via email or your student's House Office).

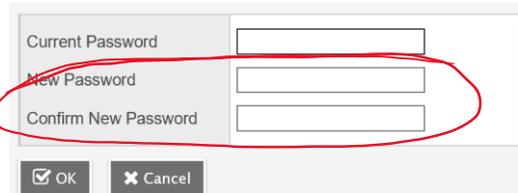


A screenshot of a password change form. It contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. The 'Current Password' field is circled in red. Below the fields are two buttons: 'OK' with a checkmark icon and 'Cancel' with an 'X' icon.

4. On the next 2 lines enter, then confirm your new password.

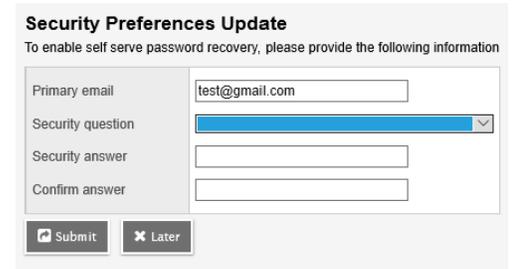
**Your New Password Must Meet the following Requirements:**

- 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



A screenshot of a password change form, similar to the one above. The 'New Password' and 'Confirm New Password' fields are circled in red. Below the fields are two buttons: 'OK' with a checkmark icon and 'Cancel' with an 'X' icon.

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.



A screenshot of a 'Security Preferences Update' form. The title is 'Security Preferences Update' and the subtitle is 'To enable self serve password recovery, please provide the following information'. The form contains four fields: 'Primary email' (with the value 'test@gmail.com'), 'Security question' (a drop-down menu), 'Security answer', and 'Confirm answer'. Below the fields are two buttons: 'Submit' with a checkmark icon and 'Later' with an 'X' icon.

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

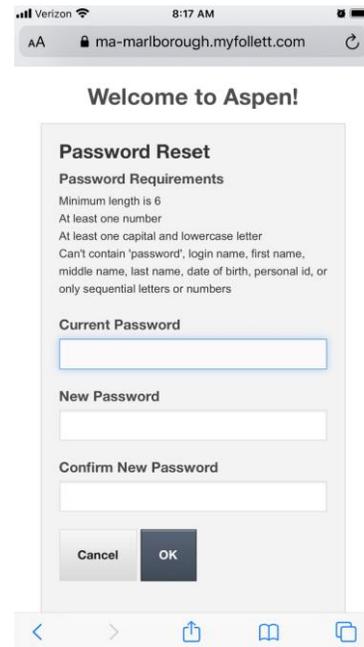
1. When you log into Aspen for the first time on mobile, you will be brought to a screen that prompts you to reset your password.
2. In the first field, enter your current password (this is the default that may have been provided via email or your student's House Office).
3. On the next 2 lines enter, then confirm your new password.

### Your New Password Must Meet the following Requirements:

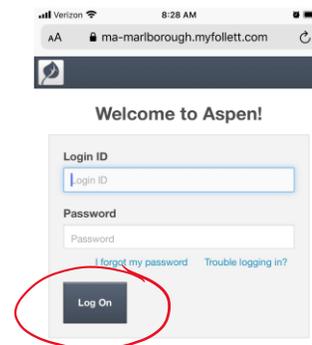
- At least 6 characters long
- At least one number
- At least one capital and lowercase letter

Your password cannot contain the word 'password', your login name, your first name, middle name, or last name, or only sequential letters or numbers

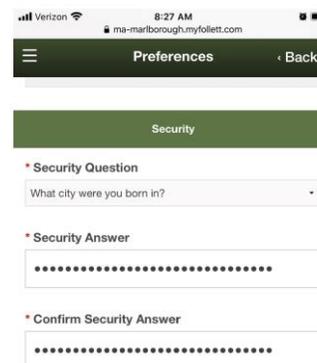
4. Click OK and create a new password.



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.

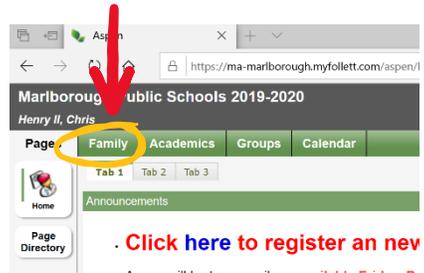


## How do I look at my child's attendance?

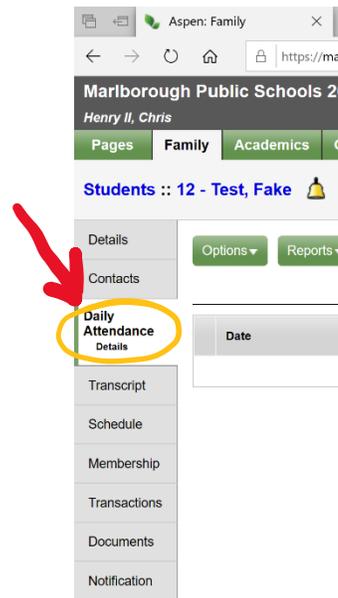
On a desktop computer:

1. Click on "Family" top tab.
2. Click on "Daily Attendance" on the side tab

1.

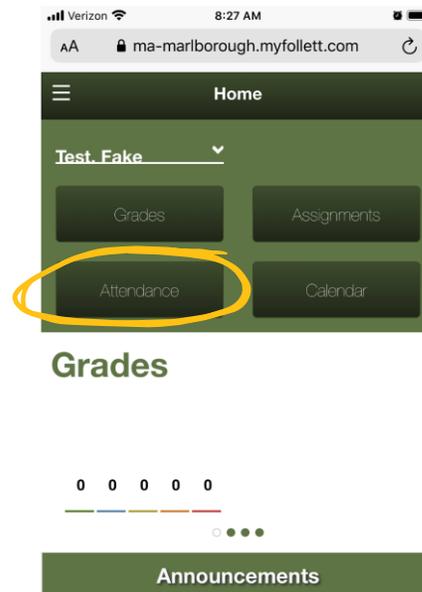


2.



On Mobile:

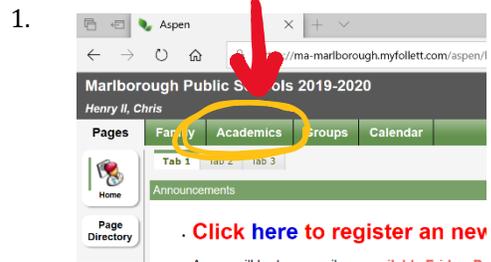
- Click the "Attendance" Button



## How do I look at my child's 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.

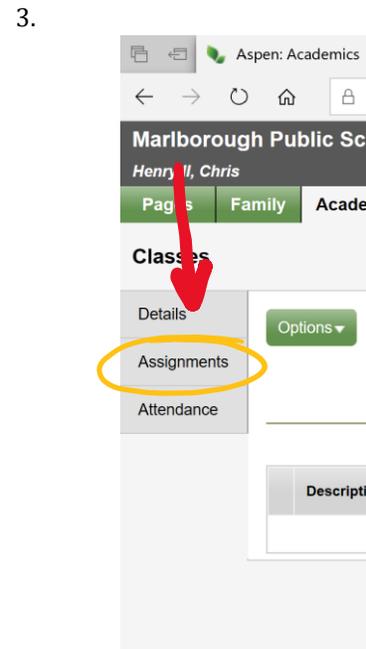


2.



The screenshot shows a table of courses. The table has columns for "Course", "Description", "Term", "Schedule", and "Teacher". The "Course" column contains blue links. A yellow box highlights the left side of the table, including the checkboxes and the course numbers. The table contains the following data:

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



On Mobile:

- Click the “Grades” Button
- Course grades for each quarter will appear

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

