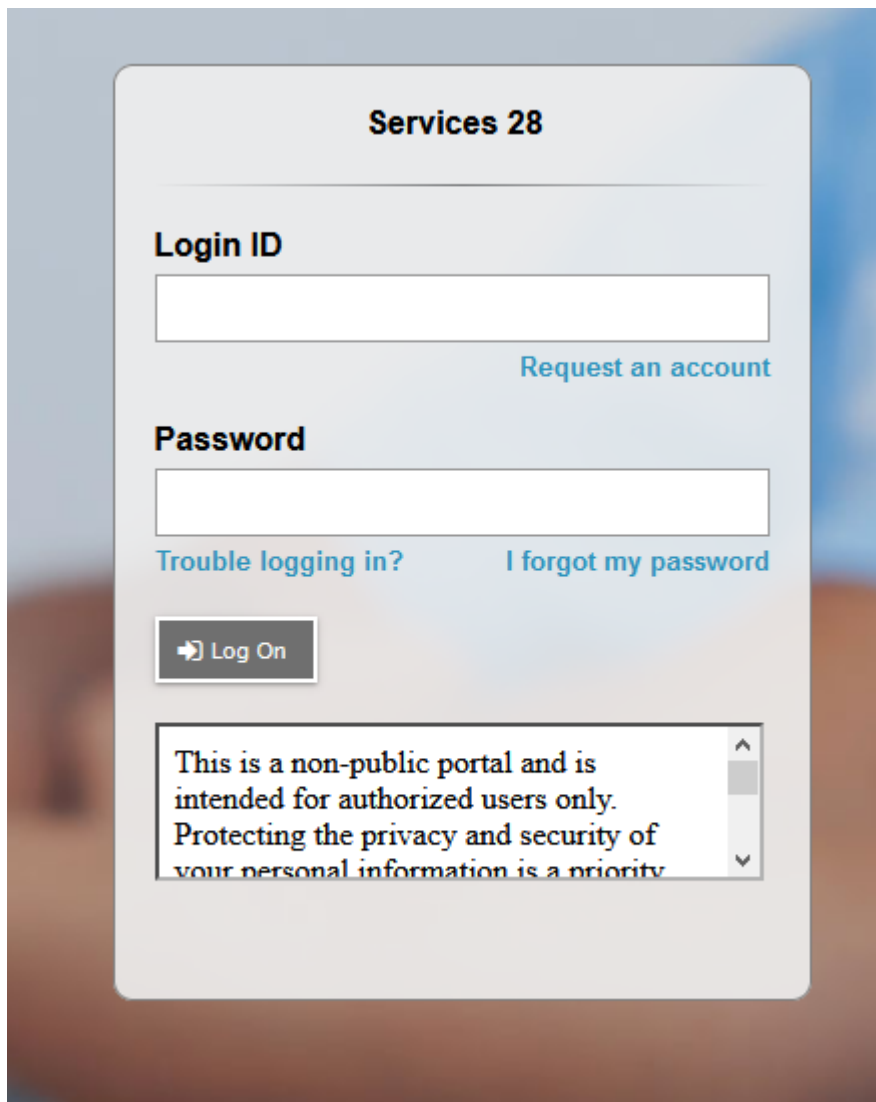


Creating an Aspen Account to Access the Student Registration Portal

Click on “Request an account”.



The screenshot shows a login form titled "Services 28". It contains two input fields: "Login ID" and "Password". Below the "Login ID" field is a blue link "Request an account". Below the "Password" field are two blue links: "Trouble logging in?" and "I forgot my password". A "Log On" button with a right-pointing arrow is located below the password field. At the bottom of the form is a scrollable text box containing the following text: "This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of your personal information is a priority".

Select the Account Type and click “Next Step”.

Login ID

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

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

Next Step →

✕ Close

Enter your (Parent/Guardian) information in the available fields and then click “Next Step”.

Login ID

Create Your Aspen Account

Information for the account holder (for a parent or guardian, this is your information, not your child's)

First name *	<input type="text" value="Mary"/>
Last name *	<input type="text" value="Aspen"/>
Address line 1 *	<input type="text" value="1 Main ST"/>
Address line 2	<input type="text"/>
City *	<input type="text" value="Hingham"/> ▾
State/province *	<input type="text" value="MA"/> ▾
Postal code *	<input type="text" value="11111"/>
Phone 1 *	<input type="text" value="1112223344"/>

Enter your user account information and click “Create My Account”.

Login ID

Account Information

Please fill in your user account information below.

Primary email *	<input type="text" value="tbuchanan@follett.com"/>
Confirm email *	<input type="text" value="tbuchanan@follett.com"/>
Password *	<input type="password" value="....."/> Requirements
Confirm Password *	<input type="password" value="....."/>
Security question *	<input type="text" value="What are the last 4 digits of your SSN?"/>
Security answer *	<input type="password" value="...."/>
Confirm answer *	<input type="password" value="...."/>

[← Previous Step](#) [Create My Account](#) [✕ Close](#)

Login ID

Confirmation

✔ Account request processed!

Next step
A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email address and password you just entered.

Note: Be sure to check your spam folder if you don't see the email right away.

[✕ Close](#)

Go to your email account and verify your email address by clicking on the link in the email.

Welcome! Please verify your Aspen email address



aspen-sysadmin@myfollett.com

To ● Buchanan, Trish

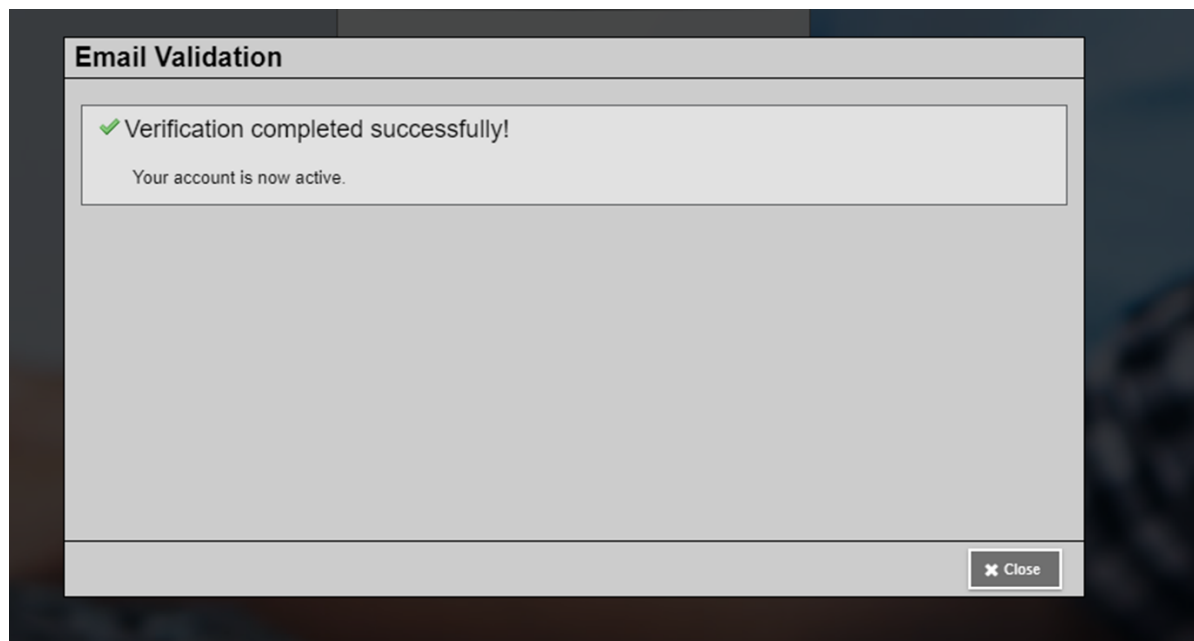
Hi Mary Aspen,

Thank you for requesting an Aspen account.

Your request was submitted using this email address. Please [click here](#) to verify your email address and activate you

If you didn't request an Aspen account, please [click here](#) to cancel the request.

Thank you,
Aspen System Administrator



Login with your new Aspen account to access the Student Registration portal.

Services 28

Login ID
tbuchanan@follett.com
[Request an account](#)

Password
.....
[Trouble logging in?](#) [I forgot my password](#)

➔ Log On

This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of your personal information is a priority

Click on the button “Initiate” to start a new registration.

Start a new New Student Registration

+ Initiate...