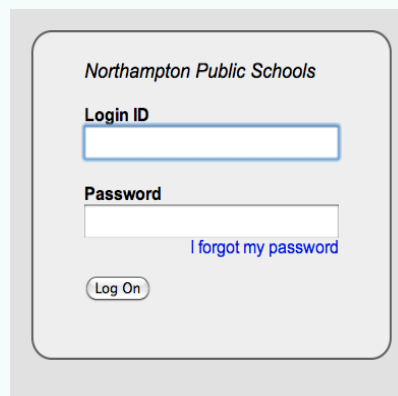# Family Portal Information - Quick Reference

Question: How do I access the Portal?

You can log on to Aspen's Family Portal from any computer that connects to the Internet. Access the system from anywhere - your home and your office.

1. Open your browser to connect to the Internet.

2. Go to our district's Aspen site: https://ma-northampton.myfollett.com
   Or click the Aspen login link on the left front page of our website

3. Enter your Login ID and Password

4. The first time you log on, you will be prompted to change your password. Your Home page will then appear.

Question: Is my child's information secure?

Aspen protects your student's information with the same advanced technology your bank uses to protect your financial accounts. Rest assured that all Aspen users only have access to information they need, and nothing more. The system has been carefully configured to ensure that your child's information is confidential and can only be retrieved by you – the parent/guardian – and authorized school personnel.
You can only view, not edit, your child's demographic data. If you find that it is outdated or incorrect, notify your child's school to correct any errors.

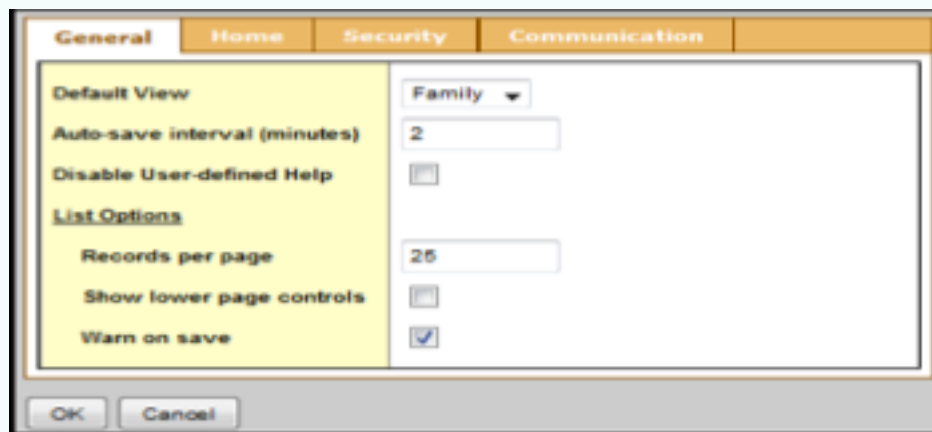*Question: What information can I access through Aspen's Family Portal?*

As a parent or guardian, you can use one login to securely access information for all of your children. For example, you are able to access

- Family contact and emergency information
- Academic information
- Attendance information
- Schedule information
- Calendar events that you enter
- Important school announcements

Question: How do I change my password or email address?

From any page, click Set Preferences at the upper-right corner of the screen. Here you can set your user preferences, including your
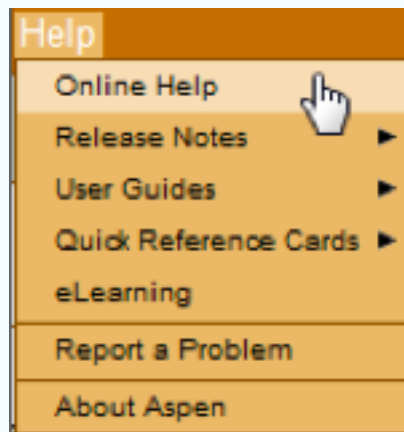
- Password
- Email address
- Appearance of your Home page

Question: What if I need more help with Aspen?

It is easy to navigate through Aspen's secure, read-only data. Feel free to explore. If you have a question about how to do something, go to the Help menu for the following options:

- Online Help: Click to open online Help, and then click Using the Student and Family Portal. A table of contents, index, and search help you find the information you need.

- User Guides: Click to open, download, and print a PDF version of Family and Student Portals — User Guide. This is the same content that's available in online Help.

Parents and students may subscribe to receive email messages when a grade below the threshold they define is recorded.

To subscribe to email notifications:

1. Do one of the following:
   - In the family portal, click the **Family** tab
   - In the student portal, click the **My Info** tab

2. Click the *Notification* side-tab

Students :: 10 -

	Subscriptions for Email Notifications
Details	
Contacts	☐
Daily Attendance	
Transcript	
Schedule	
Membership	
Documents	
Notification	

Subscribe	Name	Description
☐	Grades	This subscription will notify you when any grades below a specified threshold are entered for this student. Grades are scaled as a percent from 0 to 100. If a student receives a class assignment or test grade that is below the specified threshold, a notification will be sent to your email address. In the space below, please enter a grade threshold to use for determining what grades to report. This should be a number from 0 to 100. For example, an entry of 75 would trigger a notification for any grade entered that scaled below 75%. **Grade Threshold** 0

At the top of the page, any email addresses associated with your account appear. Select the checkbox next to each email address for which you want to receive notifications.

After viewing the description of the email, select the *Subscribe* checkbox if you want to receive that email notification. For that subscription, the system sends the appropriate message to the designated email account. To view/change this account, click *Set Preferences* on the settings bar at the top of the page, then the *Security* sub-tab.

For the **Grade** notification, define a **Grade Threshold** between 1 and 100. The system will send an email when the student receives a grade below that percentage.

NOTE: Your changes are saved to this screen automatically. There is no **SAVE** button.

How do I use Aspen?

From your **Home** tab, you can access the following areas of Aspen. Click a tab to view information for your child.

Click this tab...	To view your child's...
Family	• Demographics, address, activities, ethnicity, photo • Contact names and phone numbers • Daily attendance • Health office visits, immunization records, health screenings, medications list • Conduct incidents and actions taken • Transcripts and course information • Assessments, such as SAT and state-mandated test scores • Current class schedule • Membership/enrollment history in district's schools • Records of student fees • Documents, such as IEPs and 504 Plans • Subscriptions to email notifications

Click this tab...	To view your child's...
Academics	• Current schedule • Grades • Assignments • Class attendance

Groups	Groups your child is enrolled in, such as classes, extracurricular activities, and sports teams. Here you can view:
	    • List of members
	    • Groups' scheduled events

Calendar	Monthly calendar with events. You can customize the calendar by choosing the categories you want listed, and color-code each child's activities to include:
	    • Reminders for class assignment due dates
	    • Activity events
	    • School calendar