

How to Activate your Aspen Parent Portal

Step 1: In order to activate your Aspen parent portal, you will need to receive an email with your access code from the school Aspen administrator. Please notify your child's school office if you did not receive an access code.

Step 2: Click on the link provided in your email from the Aspen Administrator.

- Choose "I am a parent new to Aspen" and click "Next Step"

Account Type

Please choose one of the available account types below.

I am a parent new to the district
Choose this option if you are new to the district and the system doesn't contain any of your information.

I am a parent new to Aspen
Choose this option if you already have students enrolled in the system, but do not yet have an Aspen account.

I am a student new to Aspen
Choose this option if you are a student enrolled in the system, but do not yet have an Aspen account.

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

Next Step Close

- Enter the validation security code provided in your email.
- Enter your last name (spelling must agree with the school information)
- Enter your primary phone number (this could be home, cell or work – if one phone number does not work, please try your other phone numbers before calling the school office for help)
- Click "Next Step"

Validation Information

These fields uniquely identify you within Aspen. The system will link up your new user account with existing family, contact, student information already in the system. The data must match 100% to continue. For issues, contact your district directly.

Security code * tad1821KEEL

Last name * LastName

Phone 1 * 978-358-1111

Previous Step Next Step Close

- The next screen will display your contact information – click “Next Step”
The ability to make changes to your contact information will be activated for next year. Please call the school office if your information is incorrect.

Personal Information

Please review the existing information below. For fields which can be updated, please change the information if it is incorrect.

First name	Penelope
Last name	Popperfield
Address line 1	1 Pumpkin Street
Address line 2	
City	I
State/province	M
Postal code	0
Phone 1 *	<input type="text" value="978-356-1111"/>

- Please fill in your new Aspen user account information in the screen below. (All * fields are required fields)
- Click “Create My Account”

Account Information

Please fill in your user account information below.

Primary email *	<input type="text" value="abc123@gmail.com"/>
Confirm email *	<input type="text" value="abc123@gmail.com"/>
Password *	<input type="password" value="....."/> Requirements
Confirm *	<input type="password" value="....."/>
Security question *	What is your favorite vacation spot? ▼
Security answer *	<input type="text" value="...."/>
Confirm answer *	<input type="text" value="...."/>

- You will receive a confirmation screen.

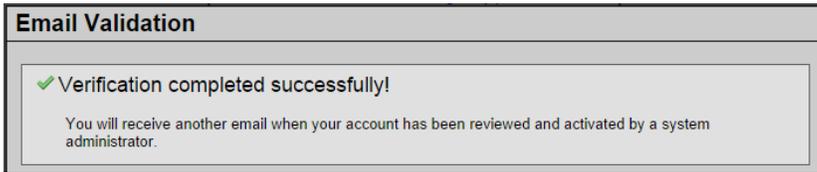
Confirmation

✔ 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 information will be reviewed by an administrator. If accepted, you will be notified by email when your account has been activated.

Step 3: 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 information will be reviewed by an administrator.
- You will receive an email validation confirmation



Step 4: After an administrator has reviewed your account request, you will be notified in a 3rd email that your account has been activated.

- You may click on the link provided to log into your new Aspen parent portal. Use your **email address** and the **password you provided** during the request process.

<https://aspen.ipsk12.net> Note: This link is also posted on the school website in the "Parents and Students" section.

Once logged into the parent portal you will have several Top Tabs and well as Side Menus with different information. For help in navigating the site, please refer to the Aspen on-line help section available in most Top Tabs.

