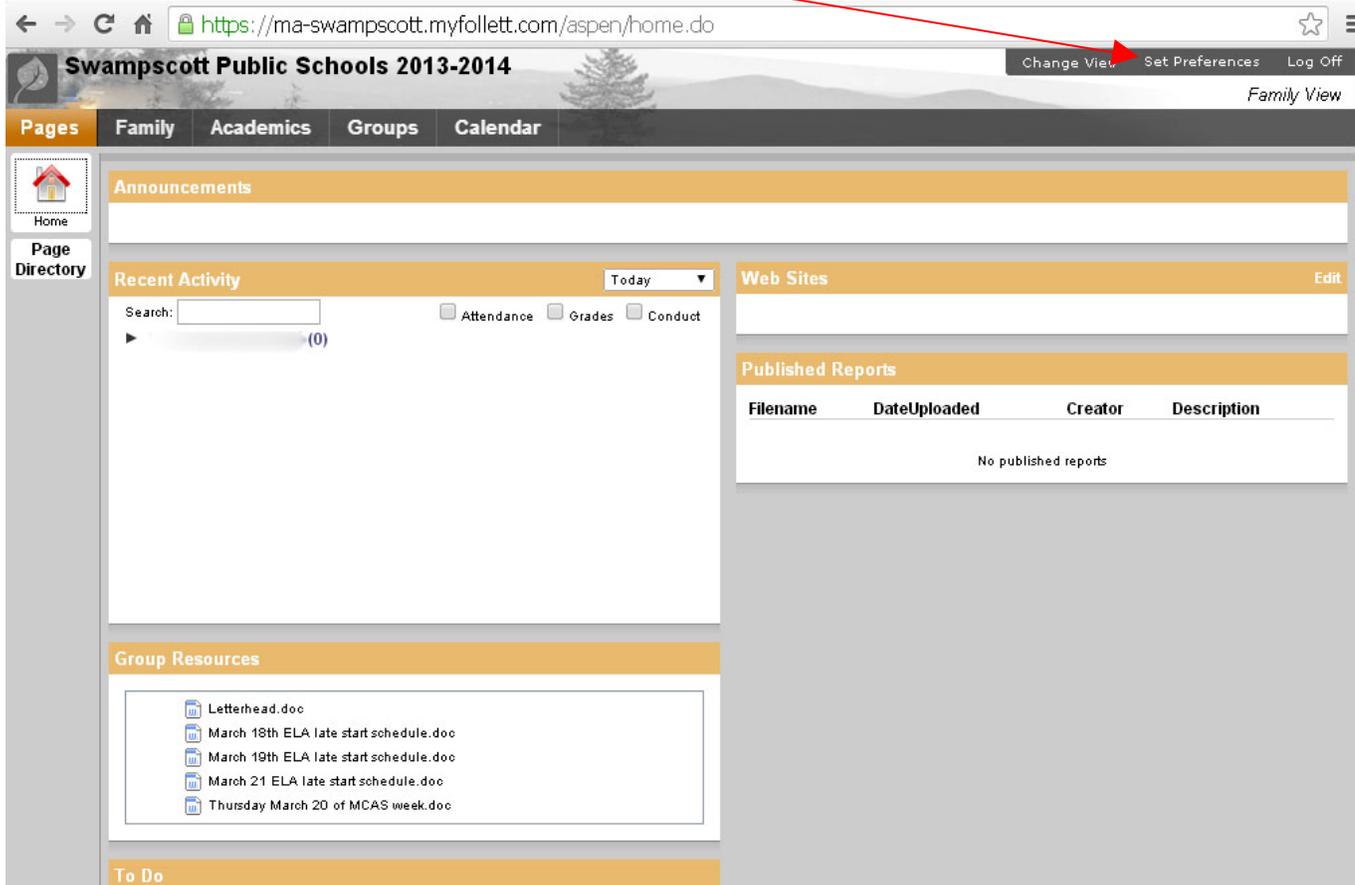


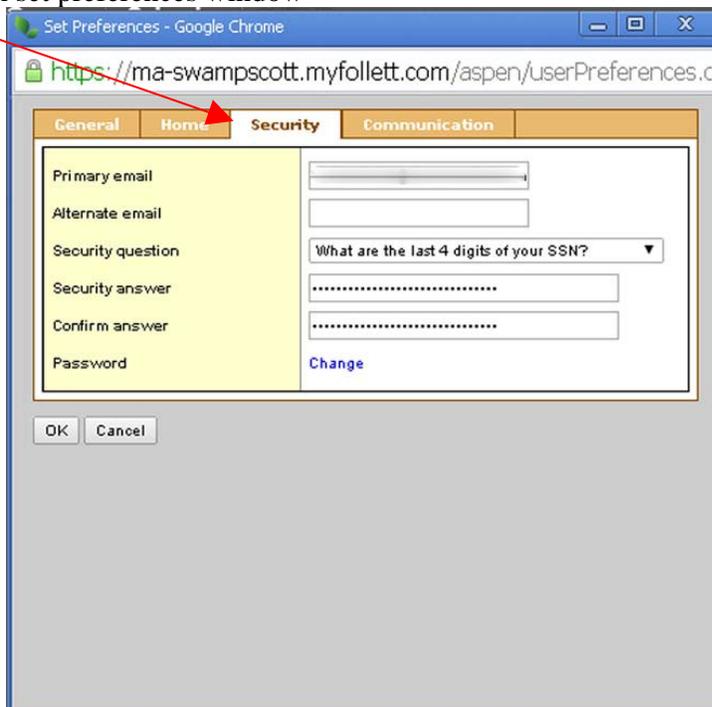
# Process for Parents to Verify and Update Email Address for Aspen functions to contact Parents

Login to Parent portal

1) Click “Set Preferences” upper right menu bar



2) Click “Security” tab on set preferences window



3) Enter primary email address **all lower case** 4) Enter optional alternative email address 5) Chose a security question to use for resetting your password if forgotten in the future from drop down 6) Enter security answer and confirm security answer 7) Click OK 8) Enter Password 9) Click Save

