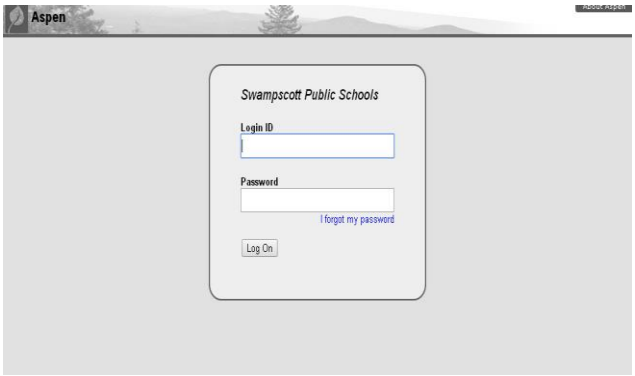
Contact Information Update

Follow the instructions below to fill out your emergency card for the High School on the Aspen Parent Portal.

Before you try to login, be sure you have enabled pop up windows from https://ma-swampscott.myfollett.com. Many computers have more than one pop up blocker installed. Most web browsers have their own pop up blocker and tool bars such as Google or Yahoo also can have their own pop up blocker. If you do not know how to enable pop ups from one web site (https://ma-swampscott.myfollett.com), then you should allow all pop ups while using Aspen.

1. Go to https://ma-swampscott.myfollett.com

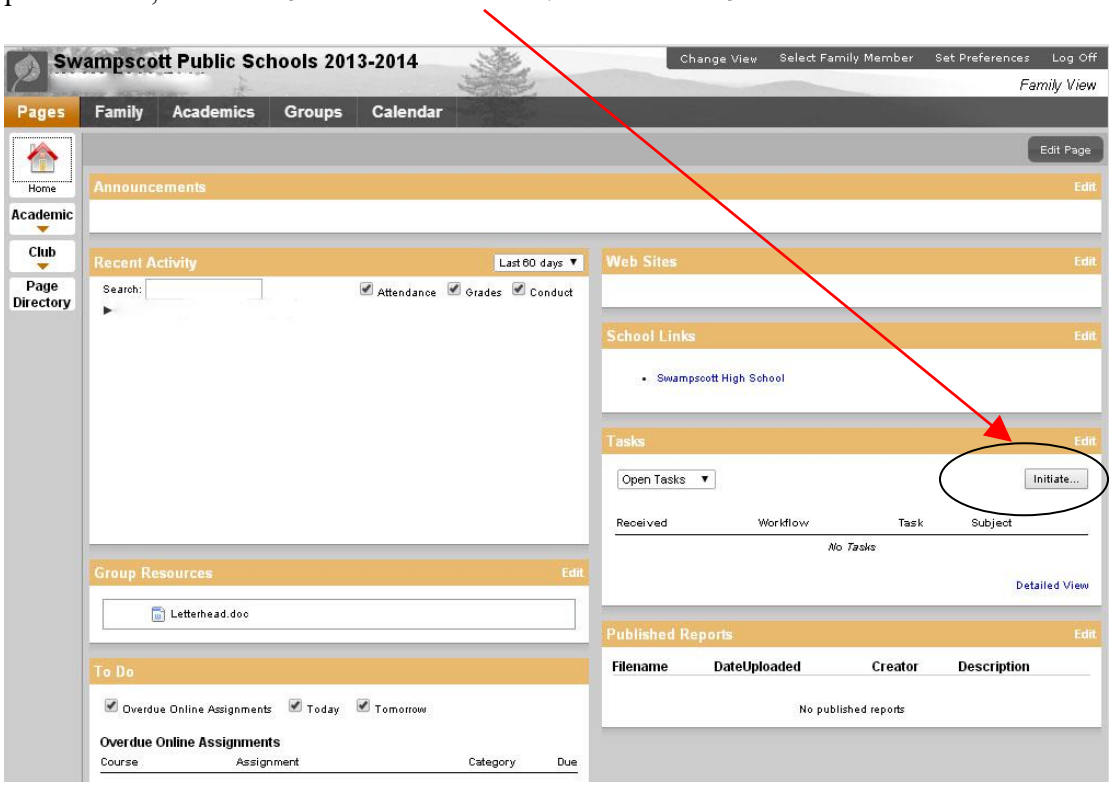
2. Log in with the username and password you received in the mail. If you did not receive a username and password, please email parentportalhs.swampscott.k12.ma.us



3. If this is the first time you have logged into Aspen, your password is expired. You will be forced to create a new password as you login by reentering the password from the letter sent home and entering a new password twice. If the pop up window to pick a new password does not appear, you have not allowed pop ups.

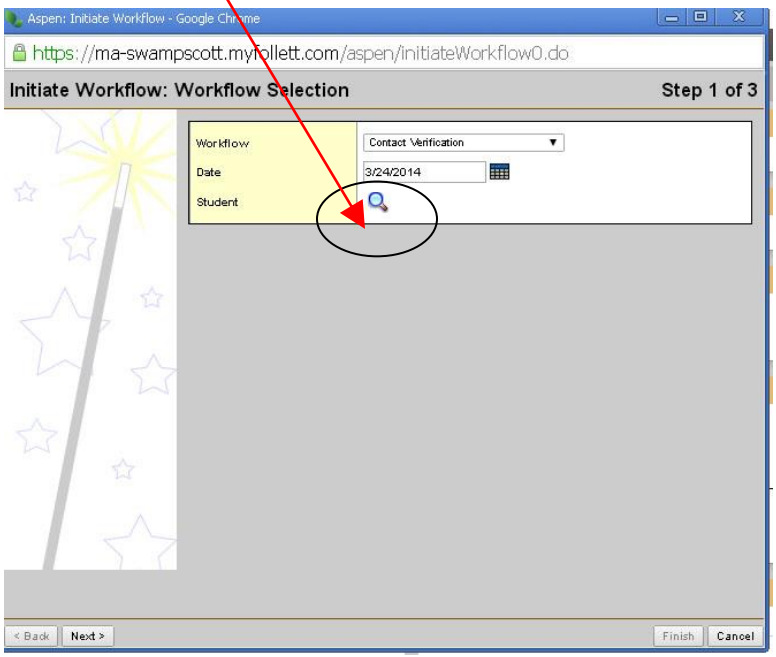
4. Your new password must be 6 characters minimum and have at least one capital letter and one number. Passwords are case sensitive.

5. Once you are logged in, you can start the Emergency Card Update process - click on the initiate button in the Tasks area to the right. If you do not see the tasks area click on set preferences, home and make sure the task box is checked off.



6. Leave the Workflow set to Contact Verification and the date to today's date.

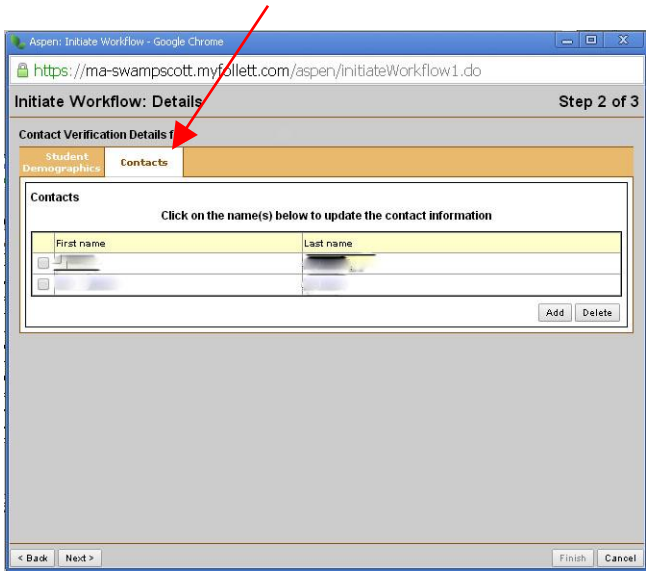
7. Click on the magnifying glass to choose your child's name. You will need to run this workflow for each child that you have at the high school. Students in other schools in the district are not able to be updated through Aspen at this time, please call the office of your child's school to update the contact information there.



8. After selecting your child's name, click on next to go to the next step in the wizard.

9. Any current information we have in the system will appear in the boxes on step 2. Correct or fill in the fields. Please be sure to scroll down to see all the fields.

10. Click on the CONTACTS tab at the top to see the list of Parent/Guardian contacts.



11. Click on each contact name and update the information. Click on ok to save the information, click on Next, and then finish.

12. If you have more than one child at Swampscott High School – run the Contact Verification for each child you have. The changes you submit will be reviewed by the school office and posted to your child's student record.