

WELCOME TO THE FAMILY PORTAL:

Before you try to login, be sure you have enabled pop up windows from <https://ma-newburyport.myfollett.com/>.

URL FOR Aspen X2: <https://ma-newburyport.myfollett.com/>

First time Login and Emergency Contact Update Instructions

Follow the instructions below to fill out your emergency card on the Aspen Family Portal.

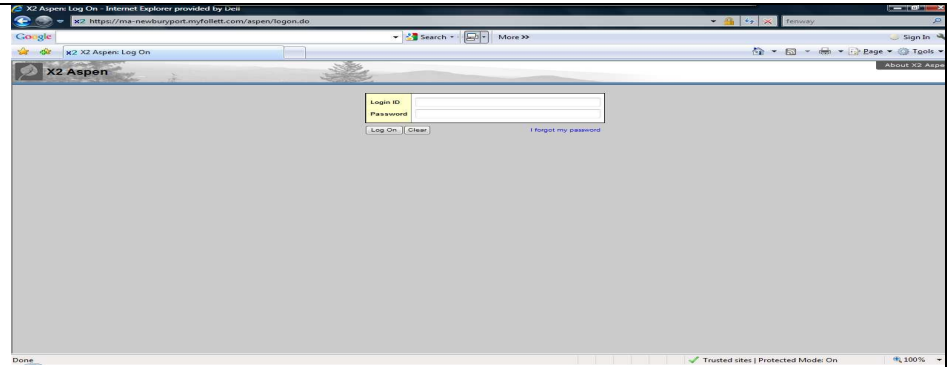
1.

Go to:

<https://ma-newburyport.myfollett.com/>

Enter the Login ID and the password you received in the mail. If you did not receive a Login ID and password, please email:

rt-x2@newburyport.k12.ma.us



2.

Create new password:

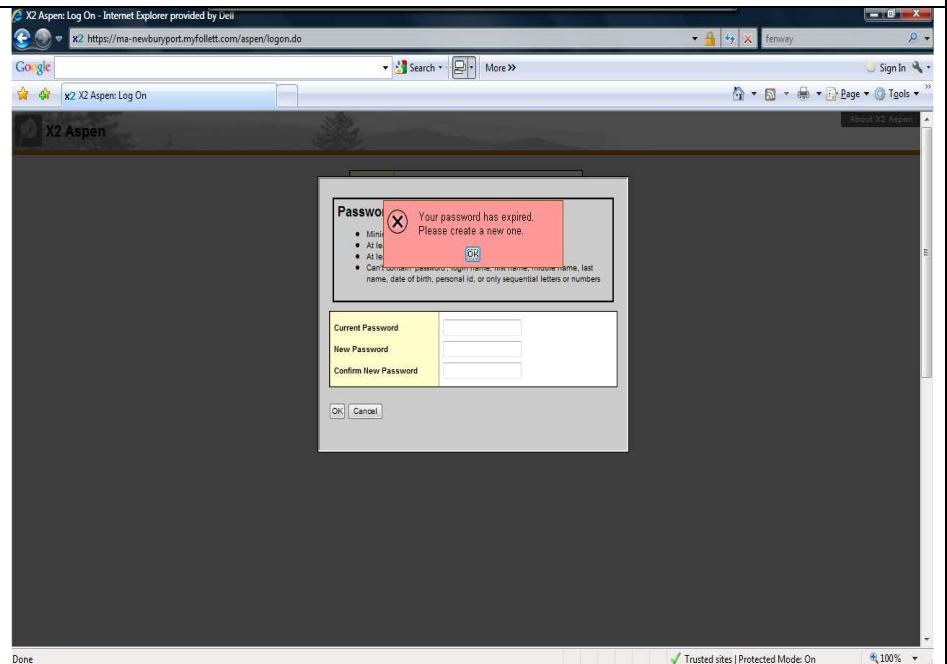
If this is the first time you have logged into the Family Portal, your password is expired. You will be required to create a new password when you login.

Click OK in the pink box

Re-enter the password twice.

Your new password must be **a least 6 characters** and **contain** least one uppercase letter and one number. Passwords are case sensitive.

If the pop up window to pick a new password does not appear, you have not allowed pop ups from <https://ma-newburyport.myfollett.com/> in all your pop up blockers.

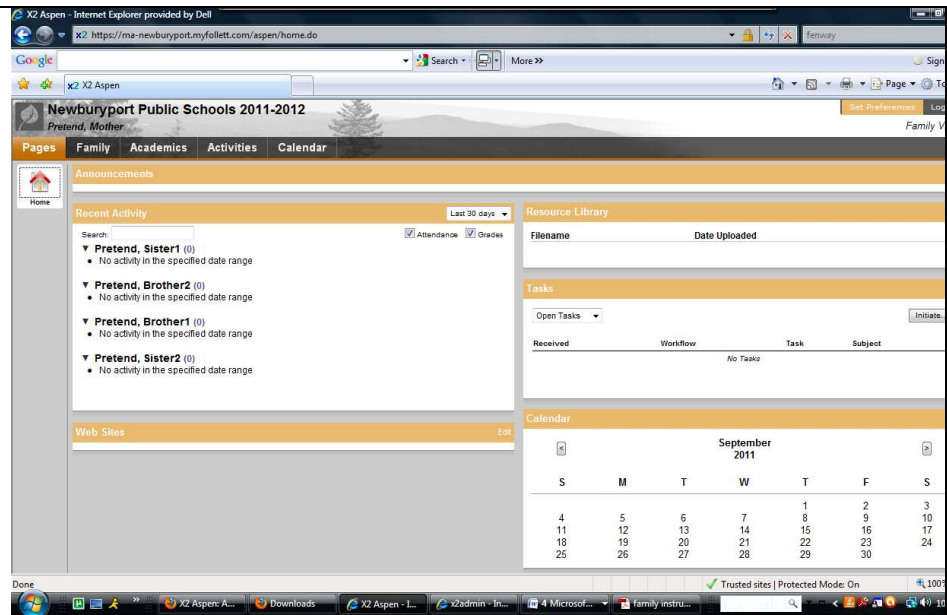


3.

Begin Process of updating Security Information

You will now see the X2 Aspen Family Portal Home Page

Click on the Set Preferences Tab (upper right hand corner near Log off)



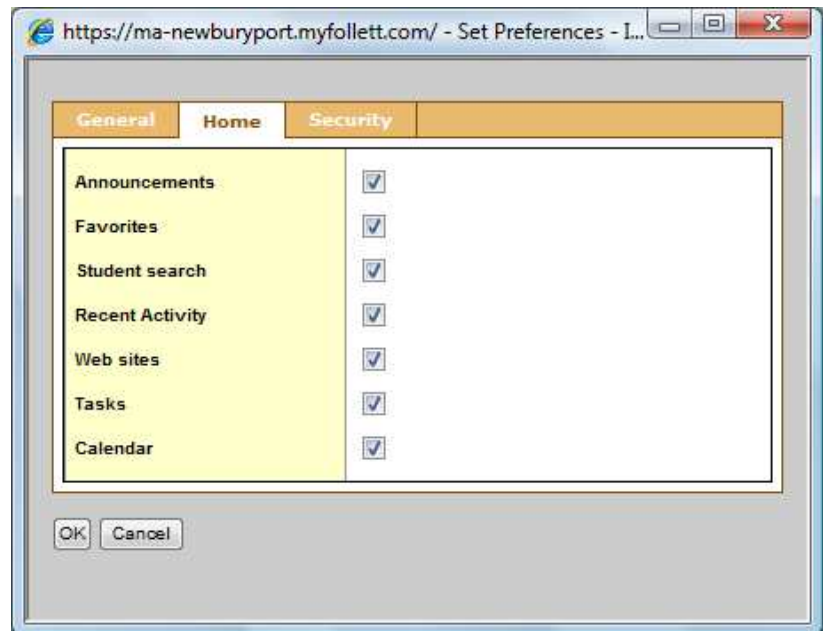
4.

Select Home Tab

Make sure Tasks Box it checked

Click

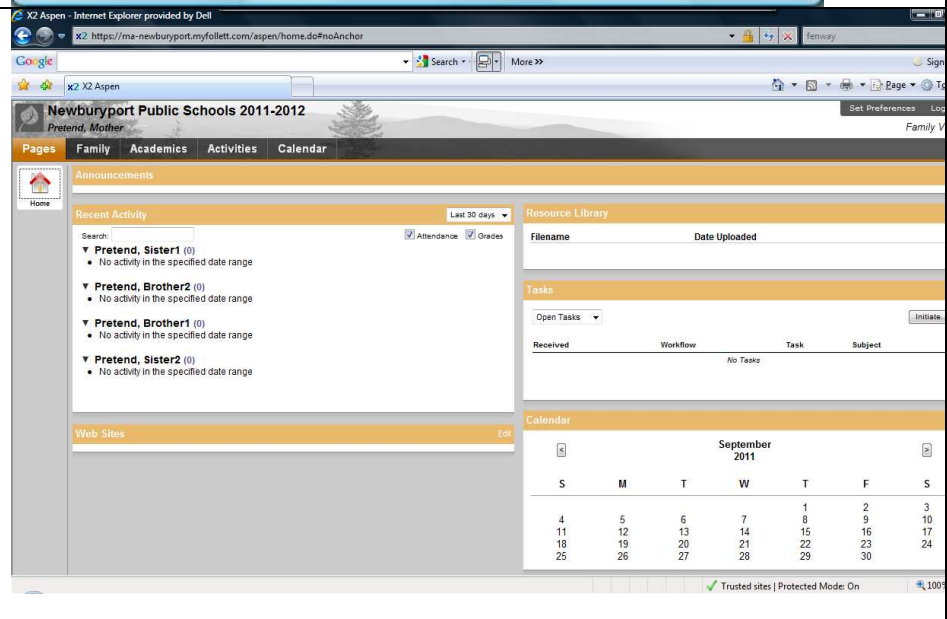
Tasks – this should be checked to enable Emergency Contact Update Workflow



5.

Begin process of updating emergency contacts.

When you return to the Homepage, Click on the Family Top Tab



6.

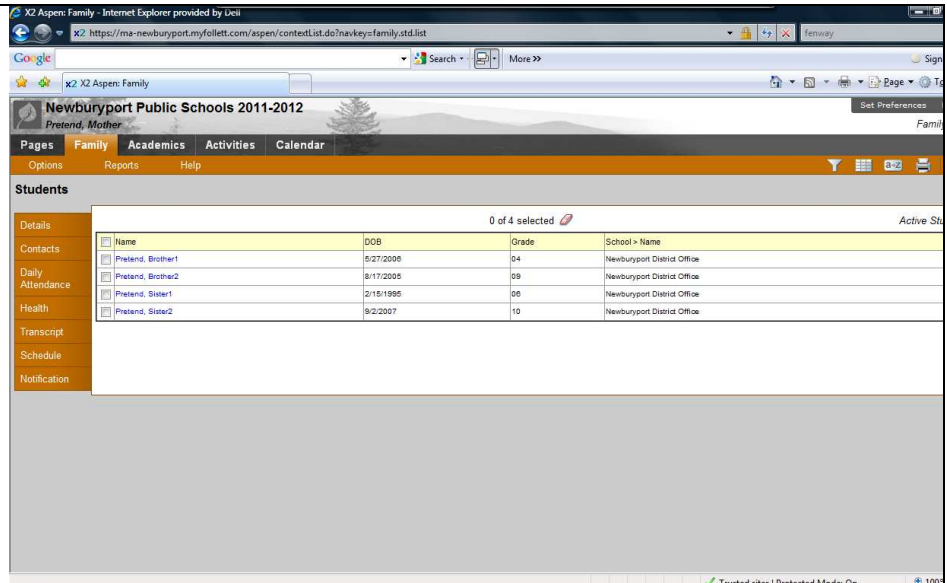
You will find a list of your students.

Please contact us at:

rt-x2@newburyport.k12.ma.us

if there are any errors in this list.

Click on the Contacts Side Tab.



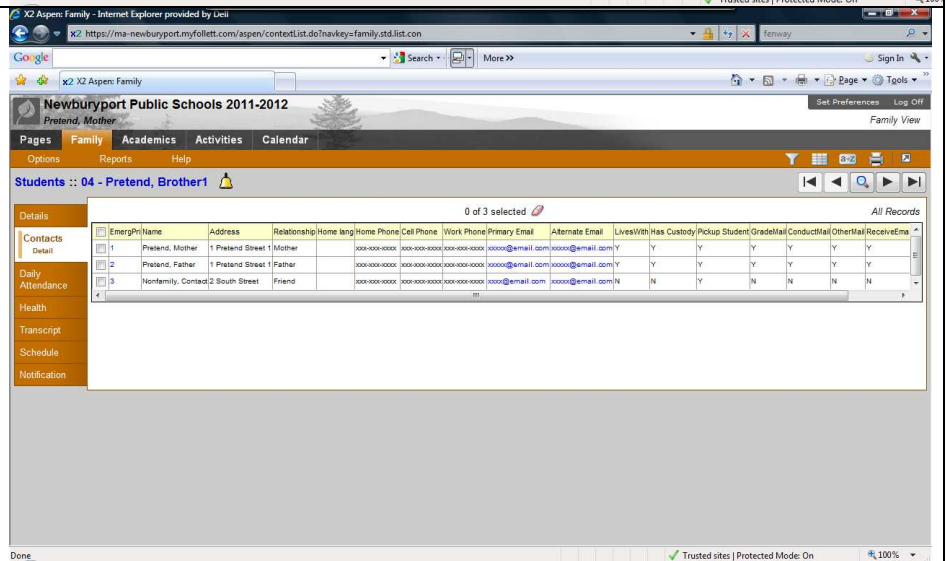
7.

You will see the list of emergency contacts on record for the first named student.

Check the details of this list and make notes of any amendments you need to make.

Click the advance arrow (upper right hand corner) to move to your next student.

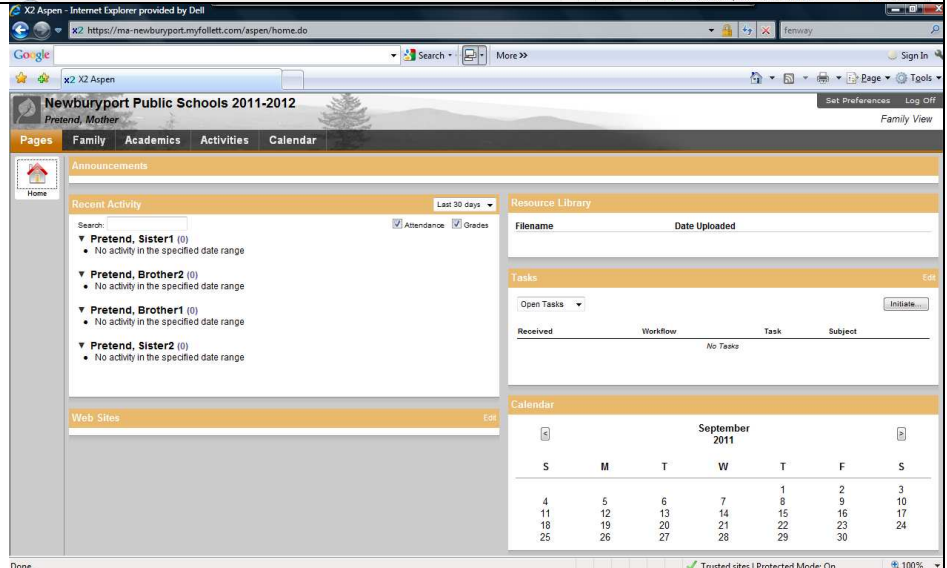
Repeat until you have viewed all of your students.



8.

If no updates to the emergency contact information are required you have now finished the update contact information process and you can log off.

If you have updates of the Emergency Contact Information continue with the following steps. Click the Home Tab. Click the Initiate Button in the Tasks Box.



9.

Click the Spy Glass to create a list of your students.

Workflow Selection

Workflow: Contact Verification

Date: 9/5/2011

Student: [Search Icon]

< Back Next > Finish Cancel

10.

Check the Radio Button Beside the name of the student whose Emergency Info you wish to access.

Click OK

4 records

| Name | YOG | Homeroom |
|--|------|----------|
| <input checked="" type="radio"/> Pretend, Brother1 | 2020 | 232 |
| <input type="radio"/> Pretend, Brother2 | 2015 | 232 |
| <input type="radio"/> Pretend, Sister1 | 2018 | |
| <input type="radio"/> Pretend, Sister2 | 2014 | |

OK Cancel

11.

Click Next

https://ma-newburyport.myfollett.com/ - X2 Aspen: Initiate Workflow - Internet Explorer provided by ...

Initiate Workflow: Workflow Selection

Step 1 of 3

| | |
|----------|----------------------|
| Workflow | Contact Verification |
| Date | 9/5/2011 |
| Student | Pretend, Brother1 |

< Back Next > Finish Cancel

12.

Check that the information for this student is correct and edit if necessary. Then,

Click on the Contact Top

https://ma-newburyport.myfollett.com/validWizard=true - X2 Aspen: Initiate Workflow - Internet Explorer provided by Dell

Initiate Workflow: Details

Step 2 of 3

Contact Verification Details for Pretend, Brother1

| Student Demographics | Contacts | | |
|-----------------------|-----------------------|------------------------|------------|
| First Name | Brother1 | Home Phone (primary) | Home Phone |
| Last Name | Pretend | Work Phone (primary) | Cell Phone |
| Street | 1 Pretend Street | Mobile Phone (primary) | Work Phone |
| Apt | 1 | | |
| City, State Zip | Newburyport, Ma 01990 | | |
| Grade Level | 04 | | |
| Parent/Guardian Email | tett@email.com | | |

< Back Next > Finish Cancel

13.

A list of your contacts will appear.

Click on the First Name (blue link) on each contact to see their contact information.

https://ma-newburyport.myfollett.com/ - X2 Aspen: Initiate Workflow - Internet Explorer provided by Dell

Initiate Workflow: Details

Step 2 of 3

Contact Verification Details for Pretend, Brother1

| Student Demographics | Contacts |
|--|-----------|
| Click on the name(s) below to update the contact information | |
| First name | Last name |
| Mother | Pretend |
| Father | Pretend |
| Contact | Nontenly |

< Back Next > Finish Cancel

14.

Check contact information, edit if necessary.

Click OK.

https://ma-newburyport.myfollett.com/?prefix=GFC...

| | |
|-----------------|-----------------------|
| First name | Mother |
| Last name | Pretend |
| Home Phone | xxx-xxx-xxxx |
| Work Phone | xxx-xxx-xxxx |
| Cell Phone | xxx-xxx-xxxx |
| Address | 1 Pretend Street |
| Apt | 1 |
| City, State Zip | Newburyport, Ma 01950 |
| Email (primary) | xxxxx@email.com |
| Email (alt.) | xxxxx@email.com |

OK Cancel

15.

Once all contacts have been verified Click the Next button.

Click Finish Button

https://ma-newburyport.myfollett.com/?validWizard=true - X2 Aspen: Initiate Workflow - Internet Ex...

Initiate Workflow - Details Step 2 of 3

| Student Demographics | Contacts |
|------------------------|-----------------------|
| First Name | Brother1 |
| Last Name | Pretend |
| Street | 1 Pretend Street |
| Apt | 1 |
| City, State Zip | Newburyport, Ma 01950 |
| Grade Level | 04 |
| Home Phone (primary) | Home Phone |
| Work Phone (primary) | Cell Phone |
| Mobile Phone (primary) | Work Phone |
| Parent/Guardian Email | test@email.com |

< Back Next > Finish Car

16.

You will be returned to the Homepage.

Once this process is complete your update request will be sent to the school main office.

The screenshot shows the X2 Aspen web application interface for Newburyport Public Schools 2011-2012. The browser address bar shows the URL: https://ma-newburyport.myfollett.com/aspen/home.do. The user is logged in as Pretend, Mother. The interface includes a navigation menu with options: Pages, Family, Academics, Activities, and Calendar. The main content area is divided into several sections:

- Announcements:** A section for school announcements.
- Recent Activity:** A section showing activity for the last 30 days. It includes a search bar and a list of activities for Pretend, Sister1, Pretend, Brother2, Pretend, Brother1, and Pretend, Sister2. Each activity entry indicates "No activity in the specified date range".
- Resource Library:** A section for resource files with columns for Filename and Date Uploaded.
- Tasks:** A section for tasks with a dropdown menu for Open Tasks and an Initiate button. Below it is a table with columns: Received, Workflow, Task, and Subject. The table currently shows "No Tasks".
- Web Sites:** A section for web sites with an Edit button.
- Calendar:** A calendar for September 2011. The calendar shows the days of the week (S, M, T, W, T, F, S) and the dates (4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30).

The status bar at the bottom of the browser shows "Done", "Trusted sites | Protected Mode: On", and "100%" zoom level.