The Nantucket School System is in the process of opening the Parent Portal to the ASPEN student information system.

In preparation, we need parents to complete these steps:

1. **Enable pop-ups for the Aspen website**. If you do not know how to enable pop-ups, log-in and then follow the prompts when Aspen tells you that something has been blocked and click "Allow pop-ups from this website".
2. Go to https://ma-npsk.myfollett.com/aspen/logon.do If you forget this address it is available on our school website www.npsk.org
3. **Log-in**. You will have received your log-in credentials in the mail. Your log in is the email address we have in our system and a randomly generated temporary password.
4. **Update your password**. You will be asked to change your password. Passwords must be at least six characters, with at least one number, and at least one upper case character. Passwords are case sensitive.
5. **Set-up a security question** in case you forget your password. If you do forget your password use the aspen "forgot my password" . You will receive an email from Aspen. Please do this before contacting the school.
6. **Review emergency contact information** for your student(s). Once you have logged in, you will have two tabs available to you. One is **PAGES** and the other is **FAMILY**. Click on **FAMILY** and check that all of your NPS students are listed. Under **CONTACTS** in the left margin, you can review all your emergency contact information for each student. If any changes are needed please contact the appropriate school's front office.
7. **Turn on Tasks**. Go to **PAGES** tab and click on **Set Preferences** (top right of screen) Check the box next to Tasks and click **OK**.
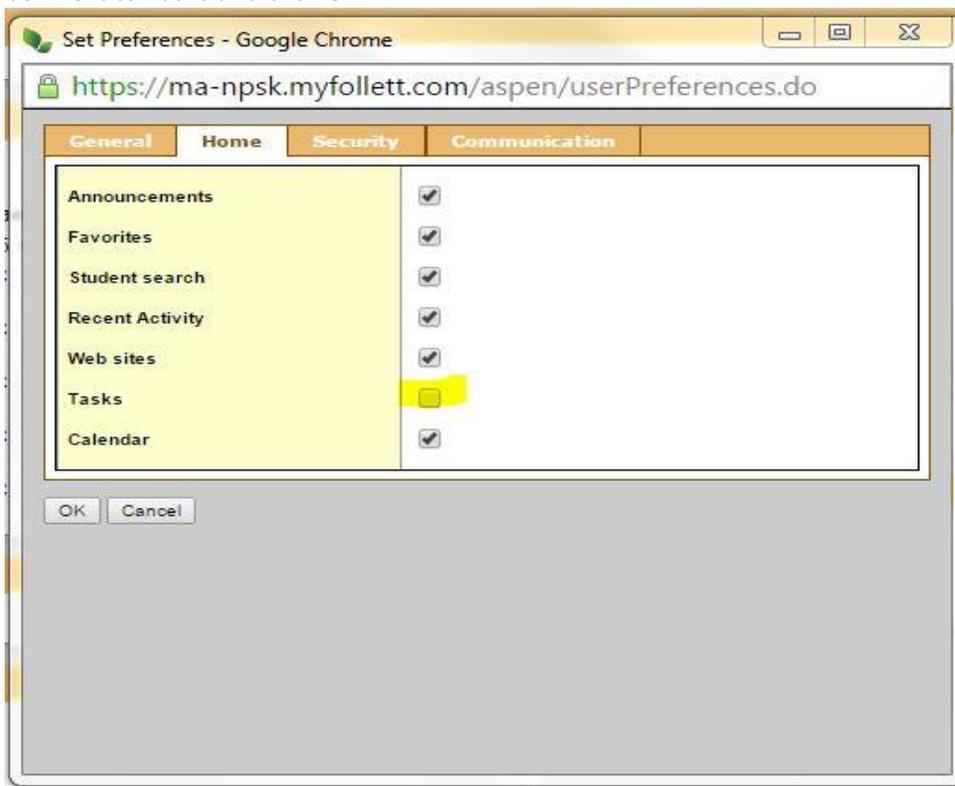
8. . Back on the home page of **PAGES** click on **Initiate. Enter Health information** for each of your students. You may change telephone numbers here. All field with asterisks must be filled in.

9.
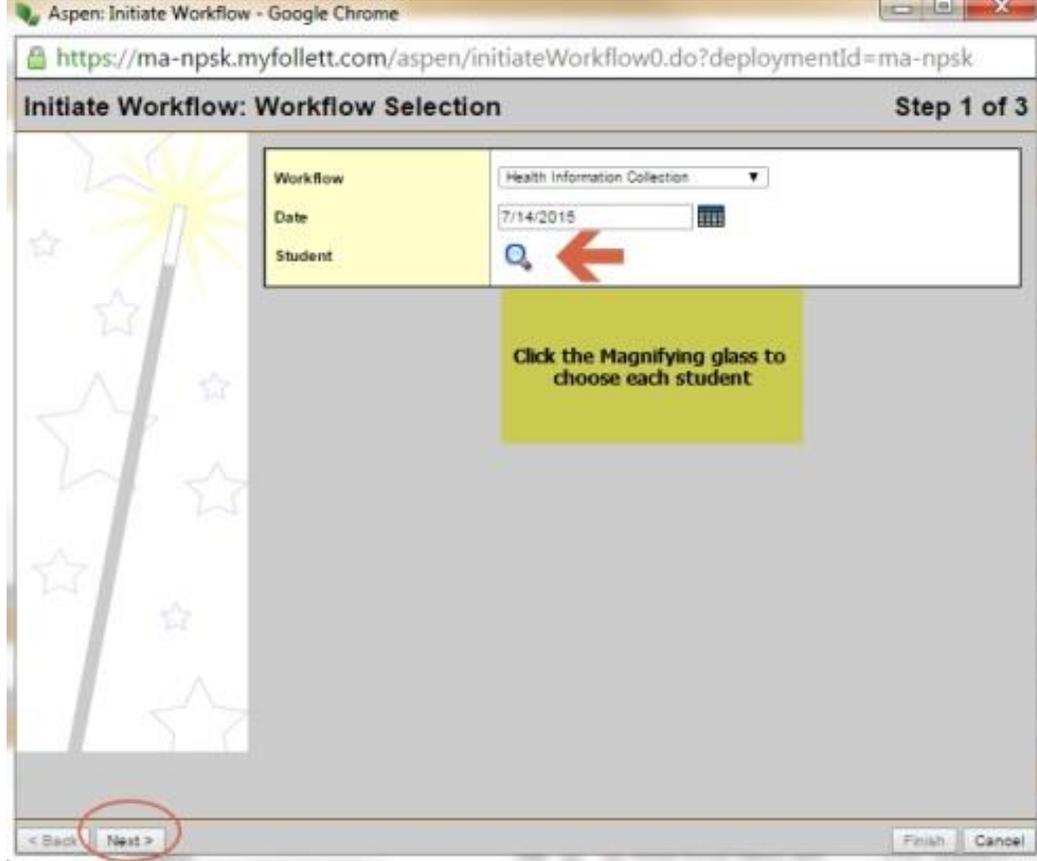
The information you enter will not show immediately. They must first be reviewed and accepted by the front office staff. You should see the changes in a few days

If there are any changes in the view only sections that you need to change please contact the front office of the correct school.

Contact:
NES Jane Melville melvillej@nps.k12.ma.us

CPS Kristen Holdgate holdgatek@nps.k12.ma.us

NHS Laura Raimo raimol@nps.k12.ma.us   NHS *summer only* Moira Parsons parsonsm@nps.k12.ma.us

When the school year begins we will be adding more tabs including academics, schedules and attendance.