

Nantucket Public School Parent Portal

Before you log in make sure you have enabled pop up windows from <https://ma-npsk.myfollett.com/aspn/logon.do> . Many computers have more than one pop up blocker installed. Most web browsers and tool bars such as google and yahoo have their own pop up blockers. If you do not know how to enable pop ups from one web site then you should allow all pop ups when using Aspen.

1. 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.
2. Go to <https://ma-npsk.myfollett.com/aspn/logon.do> Save this address as a favorite. If you forget this address it is available on our school website www.npsk.org
3. Log in with the information sent in the mail. The first time you log in you will be forced to change your password. Use at least six characters, one upper case and one number. Passwords are case sensitive.

Current Password

New Password

Confirm New Password

OK Cancel

You will also be asked to set up a security question. This enables you to recover your password from Aspen without contacting the school

General Home **Security** Gradebook Communication

Primary email

Alternate email

Google Docs email Link

Security question

Security answer

Confirm answer

Password

Remove Access

Change

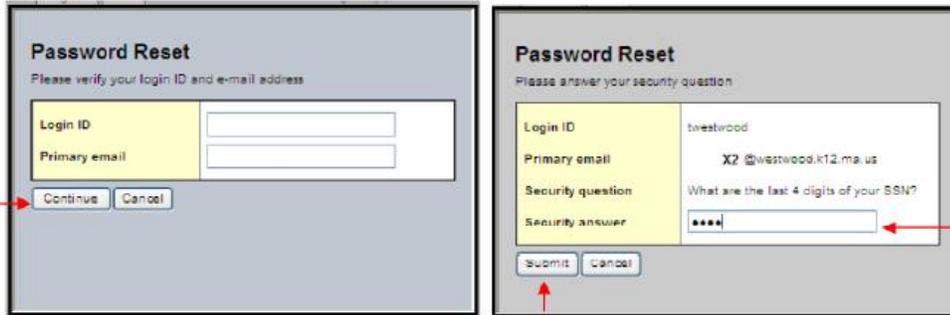
OK Cancel

- Now click on the *Security* tab.
- Fill in your primary e-mail, which is the address you want all school communication to go to.
- You may enter an alt. e-mail, if you wish. This could be any other e-mail address you have.
- Disregard the Google Docs email Link.
- Pick a security question from the drop-down menu.
- Type in the answer your question.
- Click OK. The system will ask for your password again, to confirm your identity.



If you ever forget your password, simply click on the “I forgot my password” link on the Login page.

When you click that link, a dialog box will appear asking for your Login ID and the e-mail address, that you entered earlier. After entering those fields, click the *Continue* button.



Next you will see a dialog box that will ask you your security question. Answer the question and click the *Submit* button.

In a few moments you will receive an e-mail that will give you a temporary password. Use that password to log into the system. You will be immediately asked to change your password from the temporary one you just used to a new password of your choice.

* Please Note: Passwords in X2 are case sensitive; which means that **G** and **g** are different letters. Also, while **O** and **o** are letters, **0** is a number.

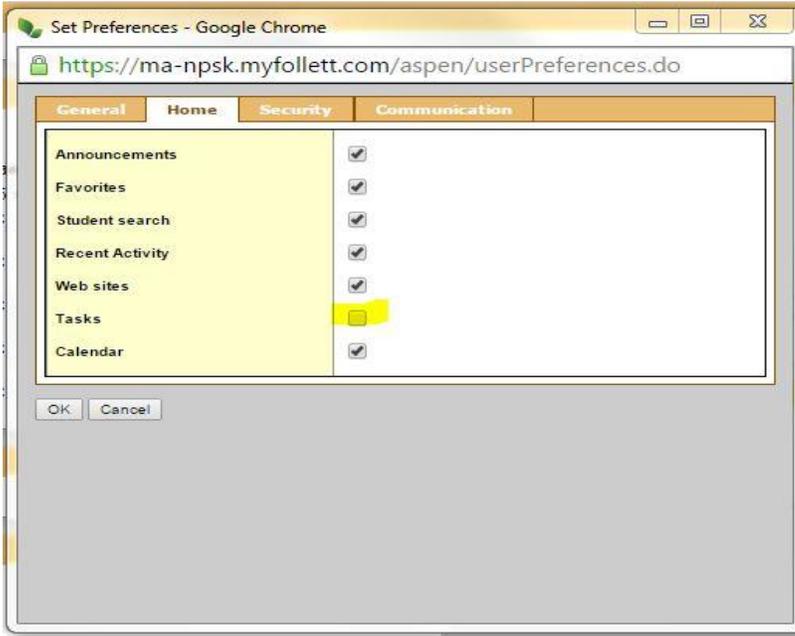
Additional directions and helpful tips can be found at the Self-Help website. It is linked in the Announcements banner when you first log into Aspen. Just look for the big, red HELP button.

- Once you have logged you will have two tabs available to you. One is **Pages** and the other is **Family**. Please make sure all your students can be seen. On the Family tab you can review all your emergency contact information for each student. If any changes are need please contact the front offices.

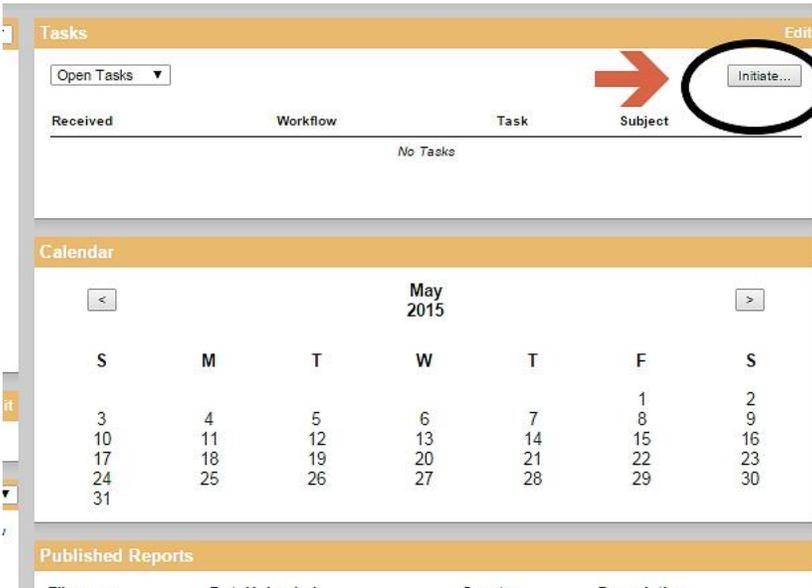
Pages	Family													
Options	Reports	Help												
Students														
Details	0 of 2 selected													
Contacts	<table border="1"> <thead> <tr> <th>Name</th> <th>DOB</th> <th>Grade</th> <th>School > Name</th> </tr> </thead> <tbody> <tr> <td> [Name]</td> <td> 1998</td> <td>11</td> <td>Nantucket High School</td> </tr> <tr> <td> [Name]</td> <td> 2000</td> <td>08</td> <td>Cyrus Peirce</td> </tr> </tbody> </table>	Name	DOB	Grade	School > Name	[Name]	1998	11	Nantucket High School	[Name]	2000	08	Cyrus Peirce	
Name	DOB	Grade	School > Name											
[Name]	1998	11	Nantucket High School											
[Name]	2000	08	Cyrus Peirce											



5. On the pages tab go to set preferences
6. On the home tab, check the box to "Turn on TASKS"



7. On the Pages Tab go to "Initiate tasks"



8. You are now in what is known as a Work Flow. It is important to complete the health information workflow for each student separately in order that each child has the correct information attached to their record. You will be asked Doctor and Health insurance information, please be prepared. You will also be able to change contact telephone numbers and view the mailing address on file for each student. If these are incorrect please contact the front offices

Aspen: Initiate Workflow - Google Chrome

<https://ma-npsk.myfollett.com/aspden/initiateWorkflow0.do?deploymentId=ma-npsk>

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow	Health Information Collection ▼
Date	7/14/2015
Student	

Click the Magnifying glass to choose each student

< Back **Next >** Finish Cancel

After choosing your student with the magnifying glass, click next.

9. Complete form for each student

Aspen: Initiate Workflow - Mozilla Firefox
https://ma-npsk.myfollett.com/aspen/initiateWorkflow1.do?validWizard=true

Initiate Workflow: Details Step 2 of 3

Health Information Collection Details for [REDACTED]

Student Information Collection Form (All Fields Required - Enter 'None' of not available)

Phone 1	[REDACTED]	Health Care Provider *	Policy provider
Phone 2	[REDACTED]	HC Policy Number *	new number
Phone 3	[REDACTED]	HC Policy Holder *	new holder
Mailing Address	[REDACTED]	Primary Physician *	new doctor
Date Reviewed *	6/25/2015	Physician Phone *	Dr phone

Date is filed in automatically

Telephone numbers can be changed on this form

If mailing address is incorrect contact the appropriate front office

< Back **Next >** Finish Cancel

Any information you change in Aspen cannot be seen right away. The information goes to the front office to be reviewed and accepted. You should see your changes posted in a few days.