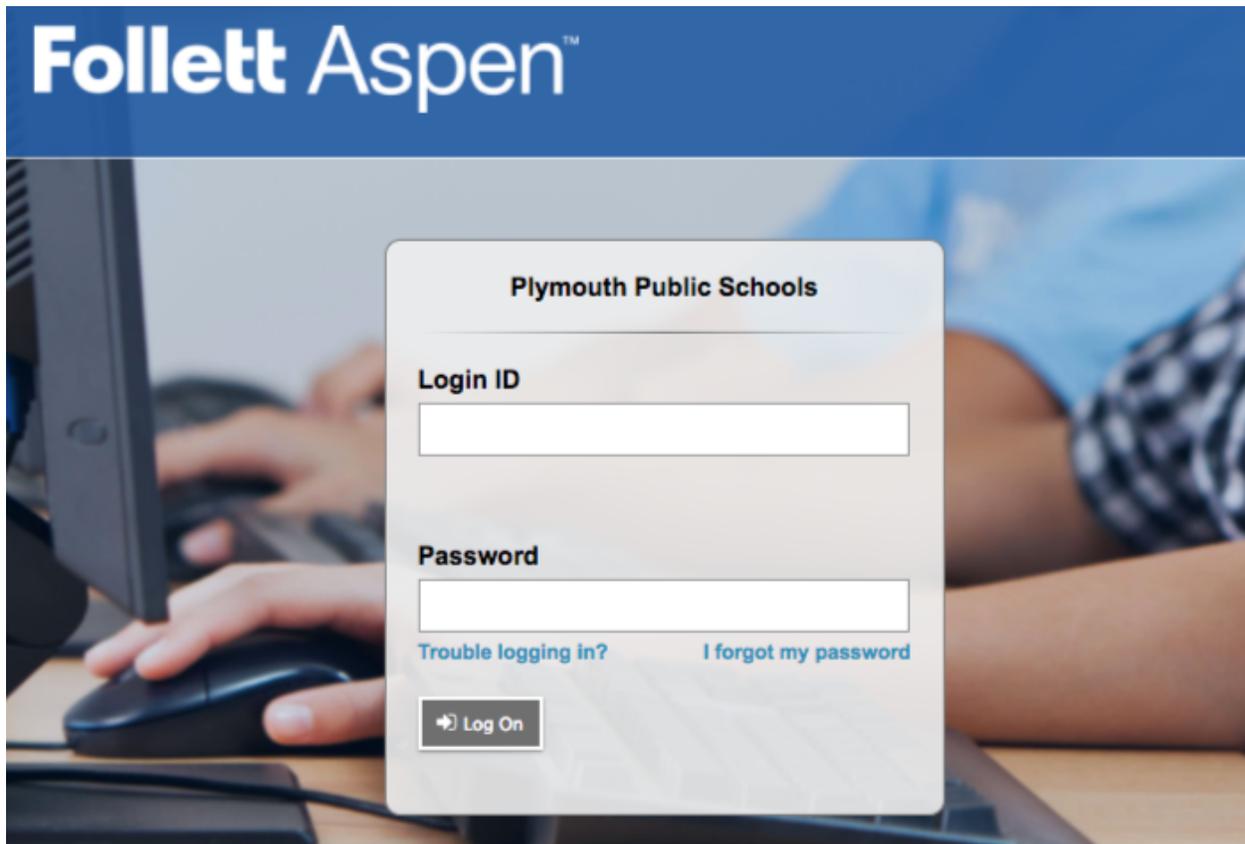


Aspen Login Instructions

Website address: ma-plymouth.myfollett.com



Enter your Login ID and Password and click **Log On**.

Please note, your password is case sensitive

If you forgot your password, click on the “I forgot my password” link. You will be asked to answer your security question that you set up when you logged into your account the very first time. If you are able to answer the question correctly, you will receive an email with a temporary password to use to login to your account.

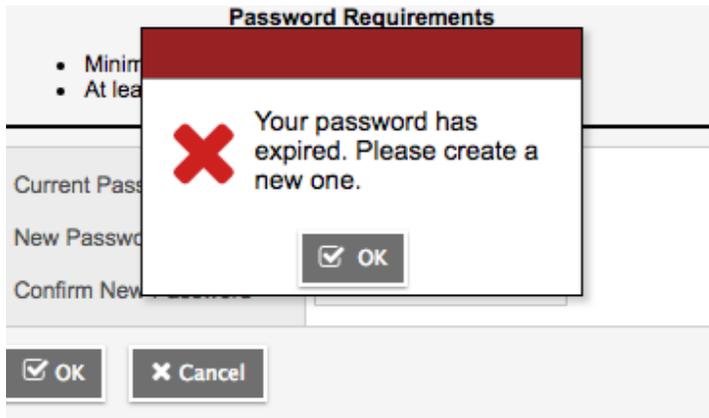
If you need help with your account:

STUDENTS & STAFF: go to your school’s main office (or follow your school’s protocol)

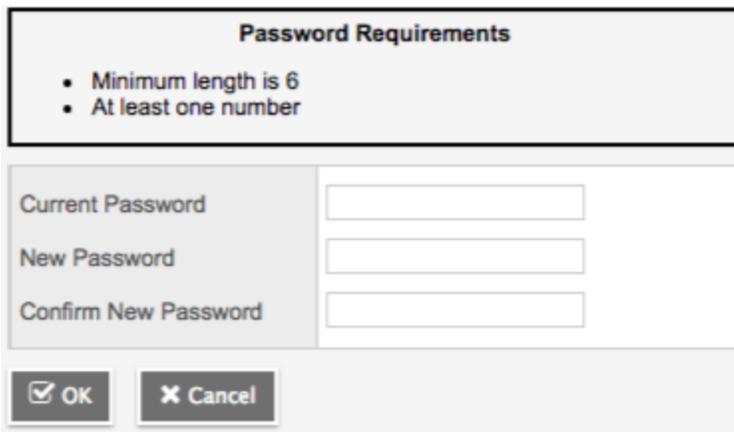
PARENTS/GUARDIANS: email aspenhelp@plymouth.k12.ma.us

Resetting your password (new login, temporary password login, password expiration login)

If you login with a temporary password or for the first time or one year after resetting your password, you will see the following message.



Click OK in the Red notification window. The following screen will remain:

A screenshot of the "Password Requirements" dialog box. The dialog has a title bar "Password Requirements" and a list of requirements: "• Minimum length is 6" and "• At least one number". Below the requirements are three input fields: "Current Password", "New Password", and "Confirm New Password". At the bottom of the dialog are two buttons: "OK" with a checkmark icon and "Cancel" with an "X" icon.

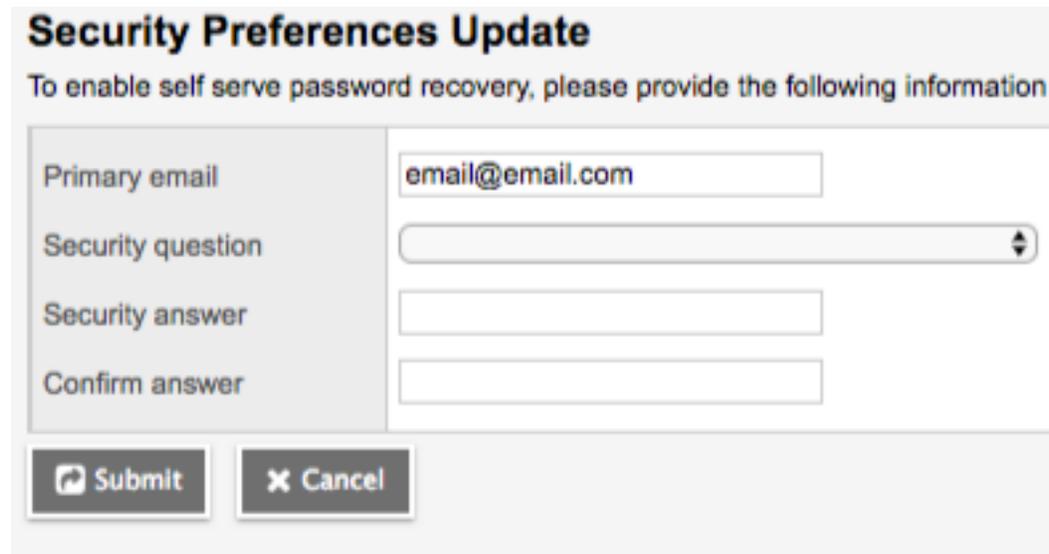
Enter your temporary password or current password (if you are not logging in with a temporary password) in the **Current Password** field.

Enter a new password in the **New Password** field and then re-enter your new password in the **Confirm New Password** field. Click **OK**.

As noted, your password must be at least 6 characters and have at least one number and it cannot be the same as your last three passwords.

Setting your password recovery security question

When you login for the first time, you will be asked to set up your primary email address and your security question. These are used if you forgot your password. You will see the following:



The screenshot shows a form titled "Security Preferences Update" with the instruction "To enable self serve password recovery, please provide the following information". The form has four input fields: "Primary email" (containing "email@email.com"), "Security question" (a dropdown menu), "Security answer" (an empty text box), and "Confirm answer" (an empty text box). At the bottom are "Submit" and "Cancel" buttons.

Enter the email address you would like Aspen to use to send you a temporary password if you need to change your password. This email address will become the primary email address used for all functions in Aspen. If you are a contact, this is the email address to which all school communications will be sent.

STUDENTS: Please use your school issued gmail address

STAFF: Please use your Plymouth email address

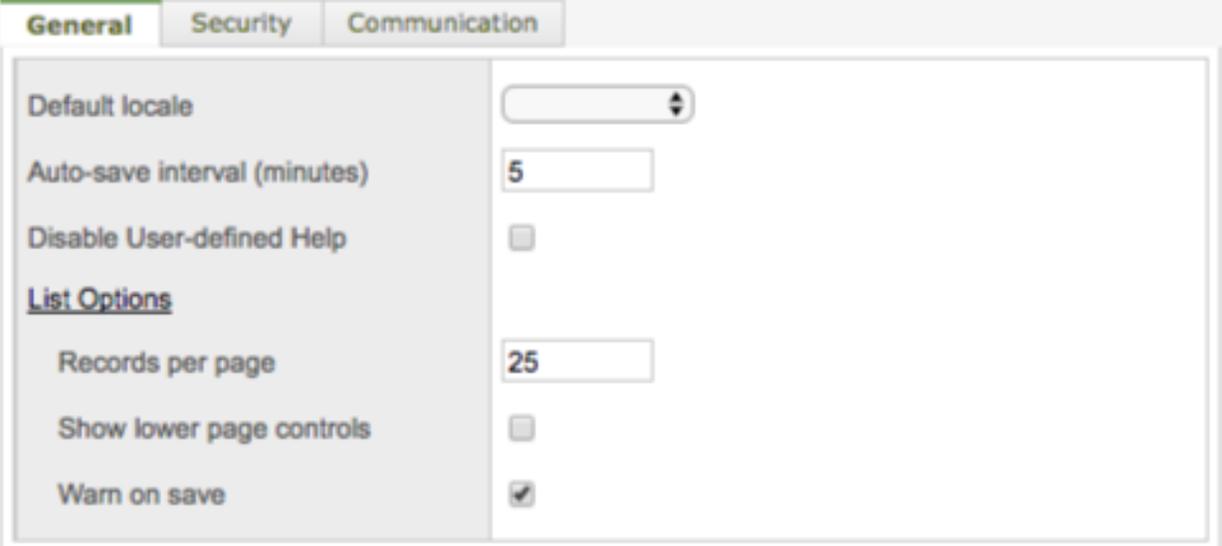
Choose a security question to answer. Enter your answer in the **Security answer** field and then again in the **Confirm answer** field and click **Submit**.

Changing your password, email address, or security question in Aspen

You can change your password, primary email or security question when you are logged into Aspen as well.

When logged into Aspen, click on your name in the upper right corner and then click on Set Preferences which will appear below your name.

You will then see the following window:



The screenshot shows a user preferences window with three tabs: **General**, **Security**, and **Communication**. The **General** tab is selected and contains the following settings:

- Default locale: [dropdown menu]
- Auto-save interval (minutes): [text input with value 5]
- Disable User-defined Help:
- List Options: List Options
- Records per page: [text input with value 25]
- Show lower page controls:
- Warn on save:

At the bottom of the window are two buttons: **OK** and **Cancel**.

Click on the Security tab

Enter your primary and alternate email address if you would like to change or add them.

Choose or change your security question and answer

Click on the Change link next to the word Password to change your password. You will be asked to enter your new password twice.