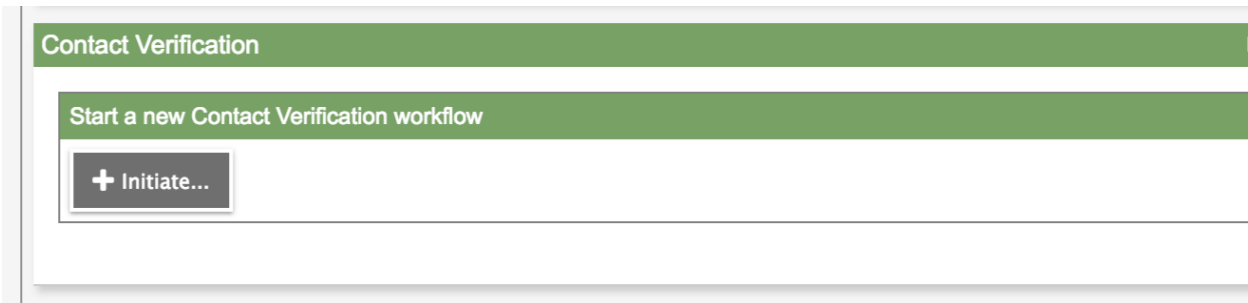


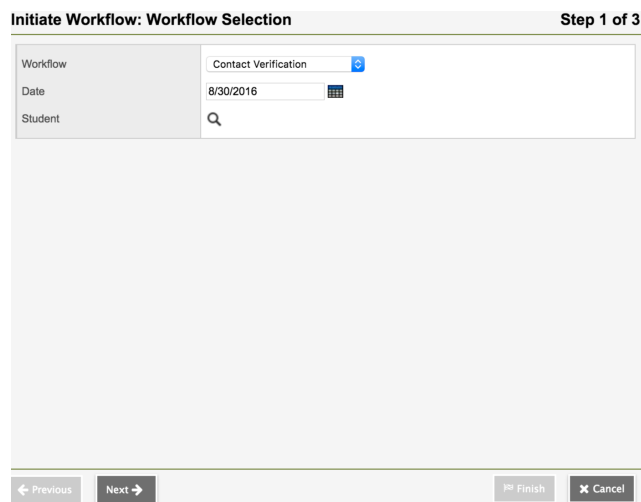
Contact Verification

Login to your Aspen parent portal account at: ma-plymouth.myfollett.com

On the home page, you will see the following Contact Verification app. Click on the Initiate button.



You will then see the following window appear. Click on the magnifying glass and select one of your students (you will need to do this separately for each student). Then click Next.

A screenshot of a dialog box titled "Initiate Workflow: Workflow Selection" with "Step 1 of 3" in the top right corner. The dialog has a table-like structure with the following fields:

Workflow	Contact Verification
Date	8/30/2016
Student	Q

At the bottom of the dialog, there are four buttons: "Previous" (disabled), "Next" (active), "Finish" (disabled), and "Cancel" (disabled).

You will then open a form that is very similar to the paper form sent home. Make any updates to the information provided. Check the box next to any contacts you would like to delete. Click the Add button to add any new contacts. You can set a priority number on your additional contacts starting with the number 4 (lower numbers are used for legal guardians). This is the order in which your emergency contacts will be called.

Once you are done making changes, click Next and then click Finish.

Please note: the changes will not appear in your account until the school secretary reviews and approves the changes.