

Accessing and Updating Student Information - Aspen

Family Portal Logon

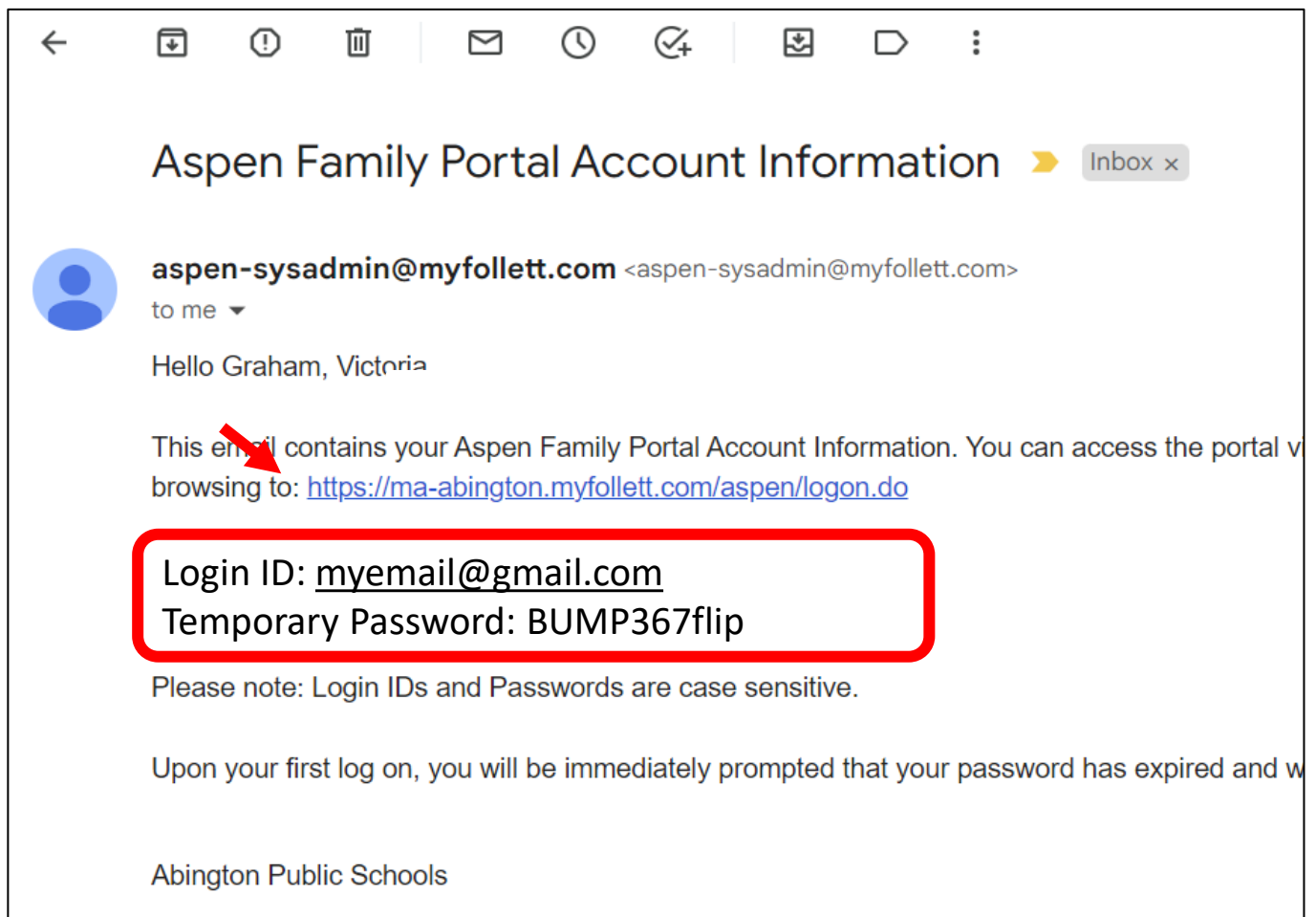
If you have more than 1 child in attending Abington Public Schools, you can view all their information in one place: the Family Portal.

The Family Portal account is set up using the emergency contact information in the students' Aspen account. To add or change the email address that is listed in Aspen, you can contact the main office of your child's school

Logging on for the First Time

You will get an email from aspen-sysadmin@myfollett.com with your Login ID and Temporary Password.

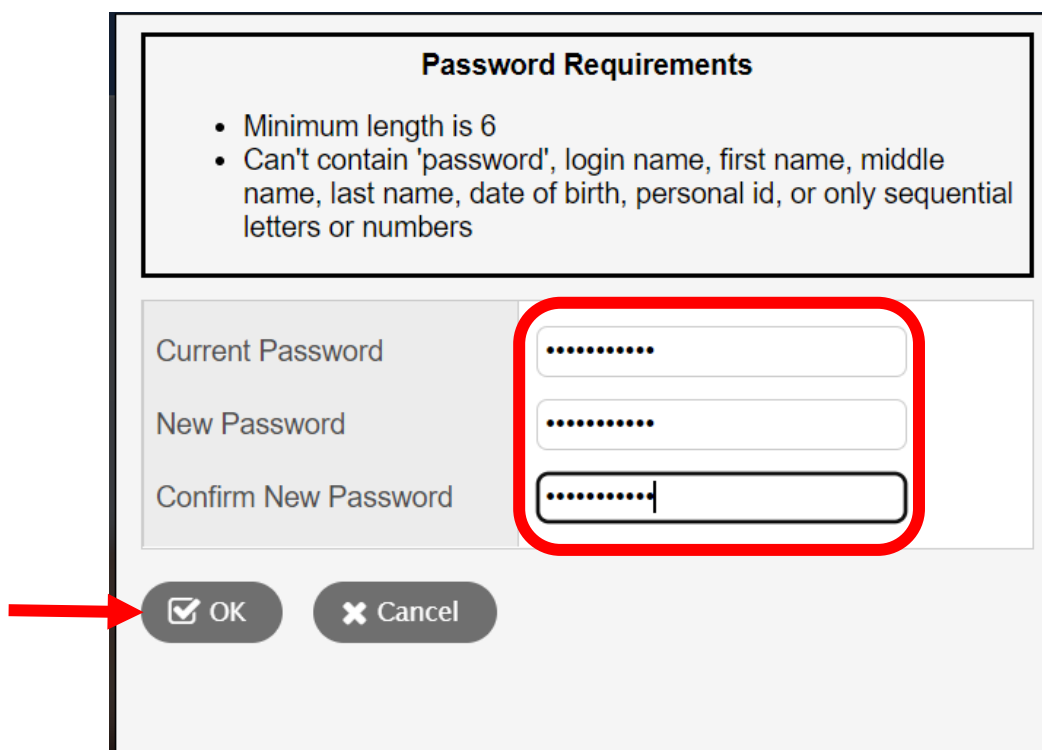
Click on the link in the email.



Enter the Temporary Password as the Current Password.

Create a new password following the Password Requirements at the top.

Click OK.



The screenshot shows a 'Password Requirements' dialog box. At the top, under the heading 'Password Requirements', there are two bullet points: 'Minimum length is 6' and 'Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers'. Below this, there are three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field contains a series of dots representing masked text. A red rounded rectangle highlights these three input fields. At the bottom of the dialog, there are two buttons: 'OK' (with a checkmark icon) and 'Cancel' (with an 'X' icon). A red arrow points from the left towards the 'OK' button.

This brings you to the Homepage.

[Video: First Time Logging on to Family Portal](#)

Security Questions

The **security question** allows you to reset your password at any time.

Click on the dropdown next to your name at the top right and select **Set Preferences**

Abington Public Schools 2022-2023

Pages: Family Academics Groups Calendar

Home Page Directory

Announcements

Web Links

To Do

☒ Overdue Online Assignments ☒ Tomorrow ☒ Today [Week View](#)

Overdue Online Assignments

Course	Assignment	Category	Due
No assignments scheduled.			

Today: Tuesday, December 13

Course	Assignment	Category	Completed
No assignments scheduled.			

Tomorrow: Wednesday, December 14

Course	Assignment	Category	Completed
No assignments scheduled.			

Calendar

December 2022

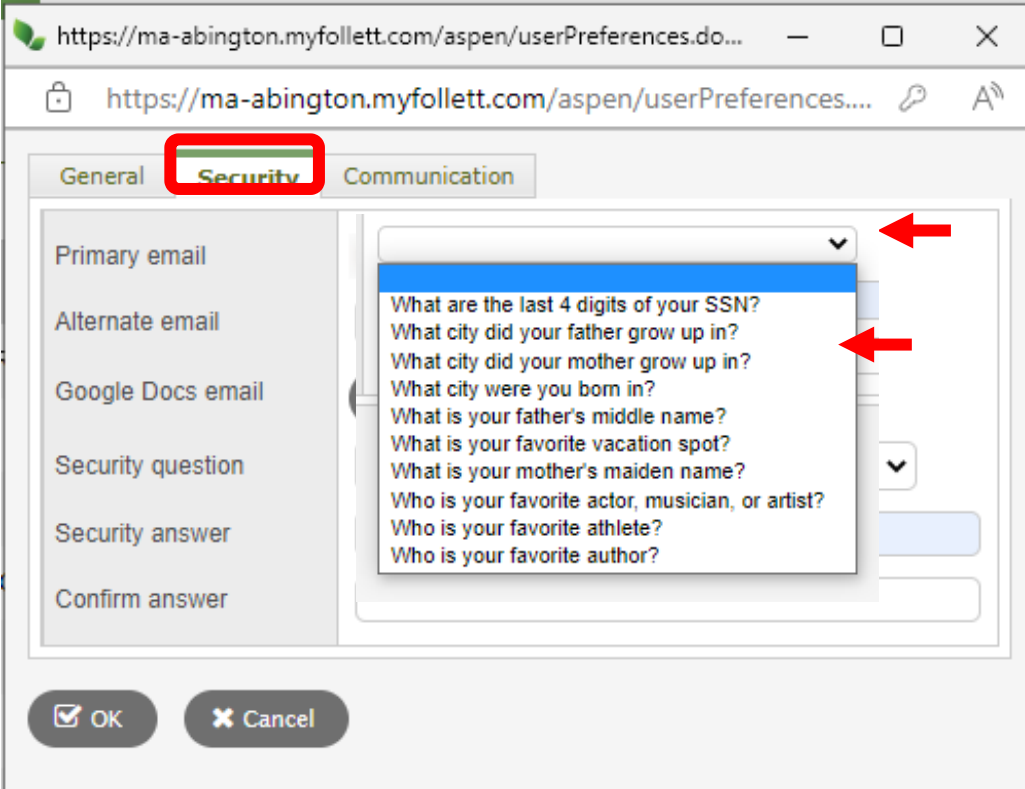
S	M	T	W	T	F	S
4	5	6	7	1	2	3
11	12	13	14	8	9	10
18	19	20	21	15	16	17
25	26	27	28	22	23	24
				29	30	31

Published Reports

Filename	DateUploaded	Creator	Description
SBRC Elementary - WES	143 KB 12/9/2022 12:00 PM	Greenlaw, Colleen	Report Card for Students - SBRC
IEP Progress Report	7 KB 12/9/2022 11:22 AM	Beatrice, Michelle	IEP Progress Report for Students - SBRC
Report Cards - AMS (Grades 7-8)	3 KB 12/9/2022 9:26 AM	Halloran, Kim	Published Reports - Grades 7-8
Report Cards - AMS (Grades 7-8)	3 KB 12/9/2022 9:26 AM	Halloran, Kim	Published Reports - Grades 7-8
Report Cards - Standards Based (Grades 3-6) AMS	2 KB 12/9/2022 9:24 AM	Halloran, Kim	Standards Based Report Card 12/9/2022 - Grades 3-6

[1 - 5 of 6] [Next](#)

- Click on the Security top tab
- Click the drop down next to Security question
- Select a question



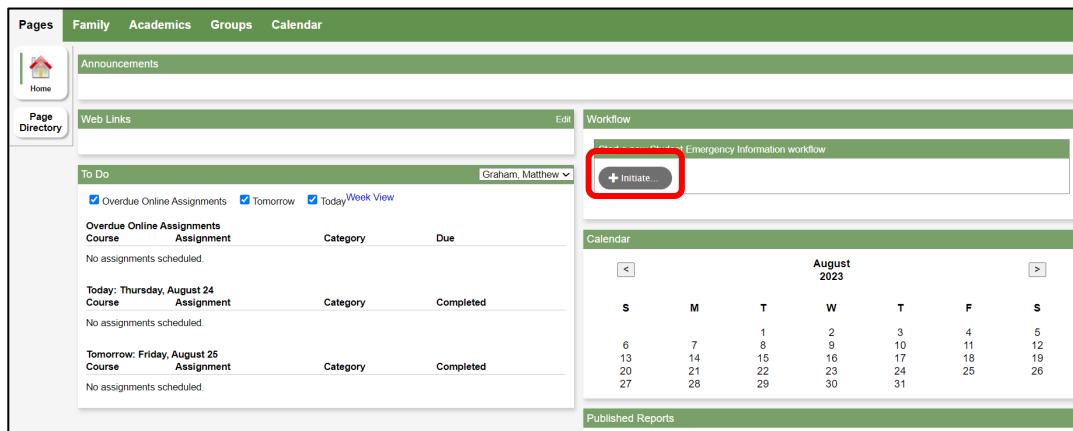
The screenshot shows a web browser window with the URL <https://ma-abington.myfollett.com/aspn/userPreferences.do...>. The page has three tabs: General, Security, and Communication. The Security tab is selected and highlighted with a red box. On the left side, there is a list of options: Primary email, Alternate email, Google Docs email, Security question, Security answer, and Confirm answer. The Security question option is selected. On the right side, a dropdown menu is open, displaying a list of security questions. Two red arrows point to the dropdown arrow and the list of questions. The questions are: What are the last 4 digits of your SSN?, What city did your father grow up in?, What city did your mother grow up in?, What city were you born in?, What is your father's middle name?, What is your favorite vacation spot?, What is your mother's maiden name?, Who is your favorite actor, musician, or artist?, Who is your favorite athlete?, and Who is your favorite author?. At the bottom of the page, there are two buttons: OK and Cancel.

- Type the answer to the question in the field next to Security answer and again in the field that says Confirm answer
- Click OK

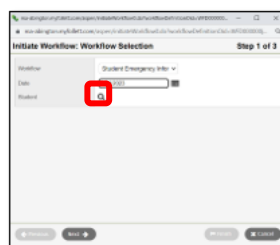
*The security question and answer you set will be used to reset your password if/when you need to.

How to Update Student Emergency Info in Aspen

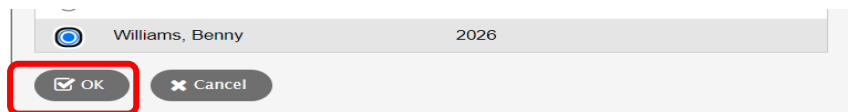
- Go to the Pages top tab
- Click the +Initiate button (window will open)



Click on the magnifying glass in the pop-up window



- Select a student from the next pop-up window, click OK
- Click Next



Look at the information on the left and, if anything is incorrect, enter the correct information in the blank field to the right

ma-abington.myfollett.com/asp/en/initiateWorkflow1.do?validWizard=true - Google Chrome

ma-abington.myfollett.com/asp/en/initiateWorkflow1.do?validWizard=true

Initiate Workflow: Details Step 2 of 3

Student Emergency Information Details for Williams, Benny

Student Demographic Information

Legal Last Name: Williams	First Name: Benny	Middle Name: Test	Gender: M
Date of Birth: 11/29/2005	Birth City:	Home Language:	YOG: 2026
School: Abington HS	Grade: 10	Homeroom:	
Hispanic: N	Race:		

Current Information

Student Physical Address:

Street:

Apt:

City, State Zip:

Student Mailing Address:

Mailing Street

Mailing Apt:

Mailing City, State Zip

Student Phone

Preferred Phone:

Military Family Status:

Check if the student is the child of one of the following:

☐ Yes, child of active duty member

☐ Yes, child of member or veteran who was medically discharged or retired in the last year

☐ Yes, child of member who died on active duty in the last year

☒ Does not apply

Requested Changes

Student Physical Address:

Street:

Apt:

City, State Zip:

Student Mailing Address:

☐ Yes ☐ No Mailing and Physical Addresses Identical. (If yes, leave remaining boxes blank.) *

Mailing Street

Mailing Apt:

Mailing City, State Zip

Student Phone

Preferred Phone:

Previous Next Finish Cancel

To update any information in the first section of the form (like legal name, home language) please contact the school office

ma-abington.myfollett.com/asp/en/initiateWorkflow1.do?validWizard=true - Google Chrome

ma-abington.myfollett.com/asp/en/initiateWorkflow1.do?validWizard=true

Initiate Workflow: Details Step 2 of 3

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School: Abington HS	Grade: 10	Homeroom:	
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Current Information

Student Physical Address:

Street:

Apt:

City, State Zip:

Student Mailing Address:

Mailing Street

Mailing Apt:

Mailing City, State Zip

Student Phone

Preferred Phone:

Military Family Status:

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Requested Changes

Student Physical Address:

Street:

Apt:

City, State Zip:

Student Mailing Address:

☐ Yes ☐ No Mailing and Physical Addresses Identical. (If yes, leave remaining boxes blank.) *

Mailing Street

Mailing Apt:

Mailing City, State Zip

Student Phone

Preferred Phone:

Previous Next Finish Cancel

- SCROLL DOWN
- **Student Contact Info**
 - Click on the contact's last name to open contact info
 - Add changes in the pop-up window

Student Contact Information								
Use this section to update current contacts by clicking on the contact's last name.								
	Last Name	First Name	Relationship	Lives With Student?	Has Custody of Student?	May Pick Up Student?	Contact Updated?	Delete Requested?
<input type="checkbox"/>	Bykowski Jr	Richard	Uncle	N	N	Y		No
<input type="checkbox"/>	Graham	Victoria	Guardian	N	N	N		No

Use this section to add new contacts.						
Last Name	First Name	Relationship	Lives With Student?	Has Custody of Student?	May Pick Up Student?	
No matching records						

If there are any restrictions with regard to custody or the dismissal of the student, then the parent/guardian must provide the school with current legal documentation annually.

- **Medical Contacts**
- **Medical Information**

Medical Contacts - Insurance			
Current Information		Requested Changes	
Name of Primary Care Doctor:	Dr Basta	Name of Primary Care Doctor:	<input type="text"/>
Doctor's Phone No.:		Doctor's Phone No.:	<input type="text"/>
Name of Dentist:		Name of Dentist:	<input type="text"/>
Dentist's Phone No.:		Dentist's Phone No.:	<input type="text"/>
Has Health Insurance:		Has Health Insurance:	<input type="text" value="v"/>
Name of Insurance:		Name of Insurance:	<input type="text"/>
Health Insurance Number:		Health Insurance Number:	<input type="text"/>

Medical Information			
Current Information		Requested Changes	
Allergies:	<input type="text" value="Peanut butter"/>	Allergies:	<input type="text"/>
Medications:	<input type="text" value="Zertec"/>	Medications:	<input type="text"/>
Other health conditions or medical illnesses:	<input type="text" value="Asthma"/>	Other health conditions or medical illnesses:	<input type="text"/>

Consent

Click on the boxes to the left to give permission for:

- Medical Consents
- Student Image and School Work Consent
- Handbook Acknowledgement
- Select the circle below Verification Form Complete
- Enter a Date
- Click Next

Student Permissions

Medical Permissions and Consents

☒ I give permission to the School Nurse to share information relevant to my child's health condition with appropriate school personnel when needed to meet my child's health and safety needs.

I give permission to exchange information with my child's primary care provider and/or emergency personnel for the purpose of referral, diagnosis and treatment.

I understand in the event of a medical emergency my child may be transported to the nearest local hospital by ambulance. I will not hold the school district financially responsible for the emergency care and/or transportation for said child.

(The School Nurse may administer specific medications to students during school hours based on written protocols for these medications that have been developed in collaboration with the school physician. Copies of the protocols are available by request.)

Student's Image and School Work Permissions and Consents

The Abington Public Schools may use your child's image **image and/or school work** or newspapers/print (including class pictures and yearbooks), TV/video and website/Internet.

Should you request that your **child's image or school work NOT** be used for newspapers/print, TV/video and website/Internet, please provide your child's school with written notice as such.

☒ I hereby release the Abington Public Schools, the Abington School Committee, employees, volunteers, agents and other personnel from any liability and legal or equitable claims of any kind arising from or related to, such publication.

Student Parent Handbook Acknowledgement

☐ My student and I have access to and have read the Student Handbook, which is available online at www.abingtonps.org, and includes the school district's Computer/Network Acceptable Use Policy. We agree to adhere to the policies outlined in the Student Handbook.

LEGAL ACKNOWLEDGEMENT: By checking the button at right, I acknowledge that I have the legal right to make any changes made to this form.

Verification Form complete ☒ Date

[< Previous](#) [Next >](#) [Finish](#) [Cancel](#)

- Click Finish

ma-abington.myfollett.com/aspenn/initiateWorkflow2.do?validWizard=true - Google Chrome

ma-abington.myfollett.com/aspenn/initiateWorkflow2.do?validWizard=true

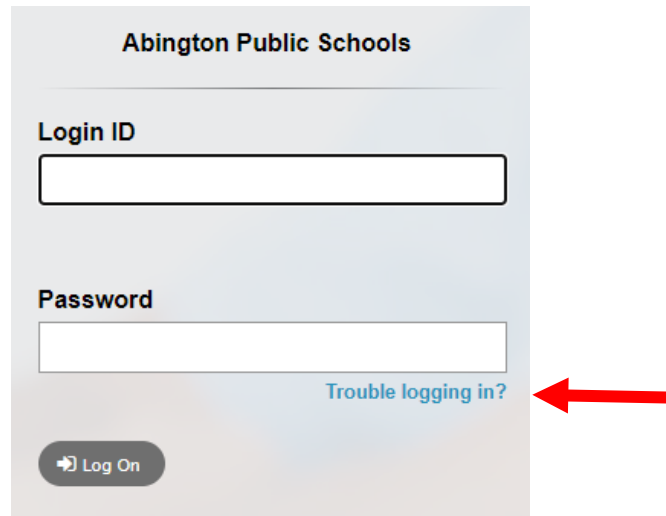
Initiate Workflow: Confirmation **Step 3 of 3**

Workflow	Student Emergency Information
Student	Williams, Benny
Date	8/24/2023

[< Previous](#) [Next >](#) [Finish](#) [Cancel](#)

Unable to log into the Aspen Family Portal?

If you forget your password or need to reset it for any reason, click on the link under the password field that says **Trouble logging in?**



Abington Public Schools

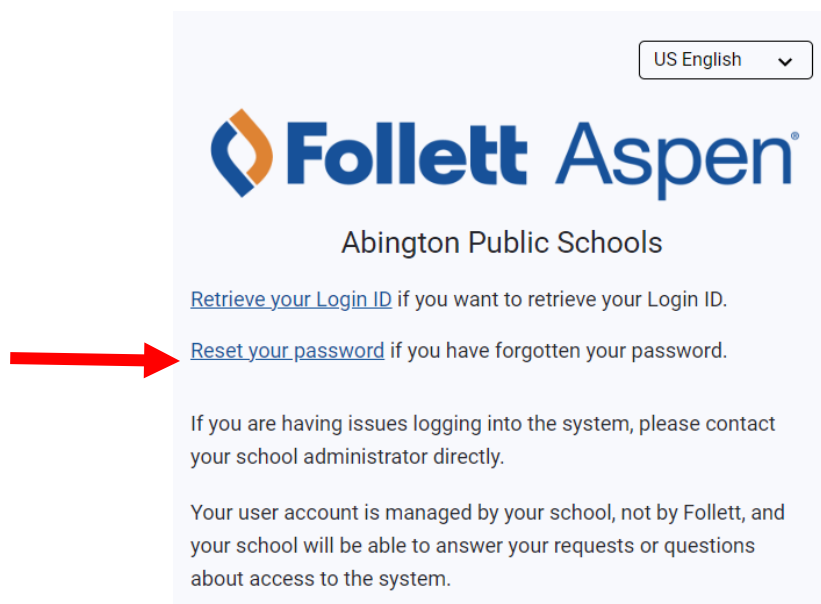
Login ID

Password

[Trouble logging in?](#)

Log On

In the pop-up window, click **Reset your Password**



US English ▼

Follett Aspen®

Abington Public Schools

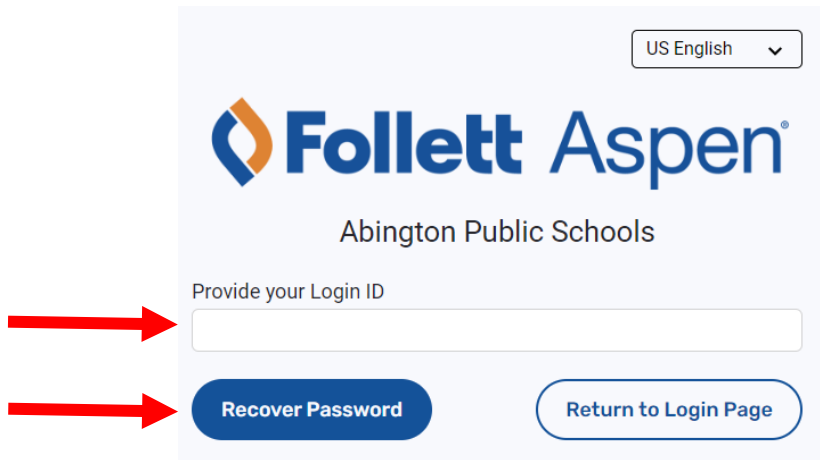
[Retrieve your Login ID](#) if you want to retrieve your Login ID.

[Reset your password](#) if you have forgotten your password.

If you are having issues logging into the system, please contact your school administrator directly.

Your user account is managed by your school, not by Follett, and your school will be able to answer your requests or questions about access to the system.

Enter your email address then click **Recover Password**



US English ▼

Follett Aspen
Abington Public Schools

Provide your Login ID

Recover Password

Return to Login Page

Open the email account associated with your Aspen account, and find the message with the subject "Password Reset Request."

Open the email, and click Reset Password link.

The Reset Password pop-up appears.

In the Password field, type your new password.

At Confirm Password, retype the password.

Click Reset Password.

Return to Aspen, and log in using your credentials.

How to Navigate Family Portal

[Video: How to Navigate Family Portal](#)

Homepage

Top Tabs

Announcements

To Do

The screenshot shows the homepage of Abington Public Schools for the 2022-2023 school year. The top navigation bar includes 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. The 'Pages' tab is highlighted. Below the navigation bar, there are sections for 'Announcements', 'Web Links', and 'To Do'. The 'To Do' section has a dropdown menu that is open, showing a list of tasks. The 'Calendar' section on the right shows a calendar for December 2022. The 'Published Reports' section at the bottom right lists various reports and their upload dates.

Filename	DateUploaded
SBRC Elementary - WES	143 KB 12/9/2022 12:00 F
IEP Progress Report	7 KB 12/9/2022 11:22 A
Report Cards - AMS (Grades 7-8)	3 KB 12/9/2022 9:26 AM
Report Cards - AMS (Grades 7-8)	3 KB 12/9/2022 9:26 AM
Report Cards - Standards Based (Grades 3-6) AMS	2 KB 12/9/2022 9:24 AM

Published Reports: Progress Reports, Report Cards

Click the drop-down to switch to a different student:

This screenshot shows the same homepage as the previous one, but with a red box highlighting a dropdown menu in the 'To Do' section. The dropdown menu is open, showing a list of student names. A red arrow points to the dropdown menu.

Family Top Tab

The screenshot shows the 'Abington Public Schools 2022-2023' interface. At the top, there is a navigation bar with tabs: 'Pages', 'Family' (highlighted with a red box), 'Academics', 'Groups', and 'Calendar'. Below this is a 'Students' section. On the left, a 'Side Tabs' menu is highlighted with a red box and an arrow pointing to it. The menu items are: Details, Contacts, Daily Attendance, Health, Conduct, Transcript, Assessments, Schedule, and Membership. To the right of the menu is a table with a header 'Name' and a search bar. Below the search bar, there are several rows of student names, each with a checkbox to its left. A red arrow points from the text 'Child(ren)' to the first row of the table.

Abington Public Schools 2022-2023

Pages **Family** Academics Groups Calendar

Students

Side Tabs →

Details
Contacts
Daily Attendance
Health
Conduct
Transcript
Assessments
Schedule
Membership

Options Reports Help Search on Name

☐ Name

☐ Child(ren)

Side Tabs

The screenshot shows the 'Side Tabs' menu from the 'Family' tab. The menu items are: Details, Contacts, Daily Attendance, Health, Conduct, Transcript, Assessments, Schedule, and Membership. Red arrows point from descriptive labels to specific menu items.

Pages **Family** Academics Groups Calendar

Students

Student's name, address, homeroom teacher → Details

Emergency contacts → Contacts

Daily attendance records, including tardies and dismissals → Daily Attendance

Final grades, credits earned, grade point summary, graduation summary → Transcript

Student schedule → Schedule

Membership

Schedule Side Tab

Matrix View

Click on the drop-down to select a term

Student schedule on current school day

Details

Contacts

Daily Attendance

Health

Conduct

Transcript

Assessments

Schedule

Requests

Membership

Documents

Notification

Reports

Help

<< List view

Time T2

	1 - Day 1	2 - Day 2	3 - Day 3	4 - Day 4	5 - Day 5	6 - Day 6
1.Period 1	197M4-002 CHORUS Shannon, Steven 1004	197M4-002 CHORUS Shannon, Steven 1004	197M4-002 CHORUS Shannon, Steven 1004	168M3-008 COMPUTER SCIENCE 8 Costantino, Joseph 1111	168M3-008 COMPUTER SCIENCE 8 Costantino, Joseph 1111	168M3-008 COMPUTER SCIENCE 8 Costantino, Joseph 1111
2.Period 2	128-008 HISTORY 8 McCarthy, D. Claus, B 2105	128-008 HISTORY 8 McCarthy, D. Claus, B 2105	128-008 HISTORY 8 McCarthy, D. Claus, B 2105	128-008 HISTORY 8 McCarthy, D. Claus, B 2105	128-008 HISTORY 8 McCarthy, D. Claus, B 2105	128-008 HISTORY 8 McCarthy, D. Claus, B 2105
3.Period 3	1381M-010 SCIENCE 8 Murphy, Erin 2108	1381M-010 SCIENCE 8 Murphy, Erin 2108	1381M-010 SCIENCE 8 Murphy, Erin 2108	1381M-010 SCIENCE 8 Murphy, Erin 2108	1381M-010 SCIENCE 8 Murphy, Erin 2108	1381M-010 SCIENCE 8 Murphy, Erin 2108
4.Period 4	149M4-005 SPANISH 1B Flaherty, Dianna 2106	149M4-005 SPANISH 1B Flaherty, Dianna 2106	149M4-005 SPANISH 1B Flaherty, Dianna 2106	149M4-005 SPANISH 1B Flaherty, Dianna 2106	149M4-005 SPANISH 1B Flaherty, Dianna 2106	149M4-005 SPANISH 1B Flaherty, Dianna 2106
5.Period 5	1191M-002 MATH 8 McCarthy, C. Gomes, J 2125	1191M-002 MATH 8 McCarthy, C. Gomes, J 2125	1191M-002 MATH 8 McCarthy, C. Gomes, J 2125	1191M-002 MATH 8 McCarthy, C. Gomes, J 2125	1191M-002 MATH 8 McCarthy, C. Gomes, J 2125	1191M-002 MATH 8 McCarthy, C. Gomes, J 2125
6.Period 6	1081M-005 ENGLISH 8 Giles-Lyman, Margaret 2124	1081M-005 ENGLISH 8 Giles-Lyman, Margaret 2124	1081M-005 ENGLISH 8 Giles-Lyman, Margaret 2124	1081M-005 ENGLISH 8 Giles-Lyman, Margaret 2124	1081M-005 ENGLISH 8 Giles-Lyman, Margaret 2124	1081M-005 ENGLISH 8 Giles-Lyman, Margaret 2124
7.Period 7	1158M-027 STEAM 8 Perkins, Samuel 2101B	1158M-027 STEAM 8 Perkins, Samuel 2101B	1158M-027 STEAM 8 Perkins, Samuel 2101B	1158M-027 STEAM 8 Perkins, Samuel 2101B	1158M-027 STEAM 8 Perkins, Samuel 2101B	1158M-027 STEAM 8 Perkins, Samuel 2101B

List View

Options

Reports

Help

Search on Schedule

Matrix view >>

0 of 10 selected

<input type="checkbox"/>	Course	Description	Schedule	Term	Classrm
<input type="checkbox"/>	462-005	SPANISH 2 L2	1(D1) 2(D2) 3(D3) 4(D4) 5(D5) 6(D6)	FY	2208
<input type="checkbox"/>	322-002	BIOLOGY L2	1(D2-D7)	FY	1205
<input type="checkbox"/>	012-0001	ENGLISH 9 L2	2(D1,D3-D7)	FY	2215
<input type="checkbox"/>	981-003	HEALTH UNL	3(D1-D2,D4-D7)	S1	1210
<input type="checkbox"/>	921-002	COMPETITIVE GAMES 9/10 UNL	3(D1-D2,D4-D7)	S2	GYM B
<input type="checkbox"/>	112-0002	WORLD HISTORY L2	4(D1-D3,D5-D7)	FY	2223
<input type="checkbox"/>	211-001	ALGEBRA I L2	5(D1-D4,D6-D7)	FY	1218
<input type="checkbox"/>	600-001	DRAWING & PAINTING I UNL	6(D1-D5,D7)	S1	2201
<input type="checkbox"/>	609-004	DIGITAL ART & PHOTOGRAPHY 1	6(D1-D5,D7)	S2	2207
<input type="checkbox"/>	001-028	BRIDGE BLOCK	BB(D1-D7)	FY	1205

Academics Top Tab

Abington Public Schools 2022-2023

PagesFamilyAcademicsGroupsCalendar

Classes

Details

Assignments

Attendance

Options▼

Reports▼

Help▼

Search on Term

Student

0 of 9 selected

Current Year

Current Term

	Description	Description	Course	Term	Teacher	Clsrm	Term Performance	Abs	Tdy	Dsm
<input type="checkbox"/>	AP COMPUTER SCIENCE PRINCIPLES	AP COMPUTER SCIENCE PRINCIPLES	270-002	FY	Foley, Philip	2209	80.00	0	0	0
<input type="checkbox"/>	PHYSICS L1	PHYSICS L1	391-002	FY	McGinness, John	1204	80.00	0	0	0
<input type="checkbox"/>	ENGLISH 11 L1	ENGLISH 11 L1	031-002	FY	Tomlin, Megan	2216	75.00	0	0	0
<input type="checkbox"/>	ACCELERATED ALG 2 & TRIG L1	ACCELERATED ALG 2 & TRIG L1	231-001	FY	Wakelin, Bridget	1216	80.00	0	0	0
<input type="checkbox"/>	U.S. HISTORY 2 L1	U.S. HISTORY 2 L1	131-002	FY	DiPizio, Nicholas	2221	80.00	0	0	0
<input type="checkbox"/>	BRIDGE BLOCK	BRIDGE BLOCK	001-059	FY	Pendrak, Julia	2203		0	0	0

Courses

Current Grade

Assignments Side Tab

Any assignments posted by the teacher are in the Academics top tab, Assignments side tab

Details

Assignments

Attendance

Options▼

Reports▼

Help▼

Search on DateDue

Category

All

Grade Term

T2

0 of 0 selected

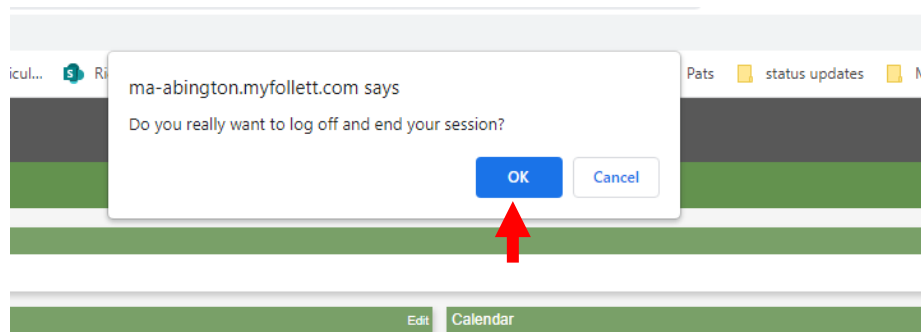
SeqNo	AssignmentName	DateAsgn	DateDue	Score	Assignment feedback
No matching records					

Log off

When you are finished, make sure you log off by clicking the Log Off button on the top right.

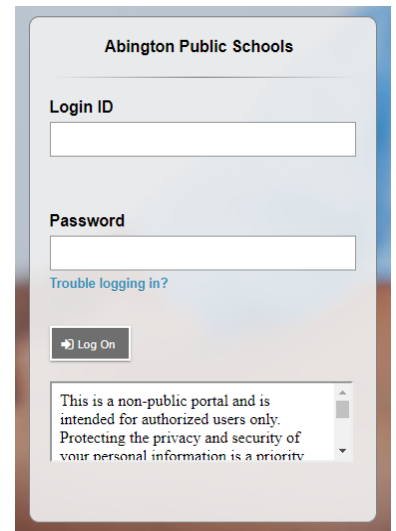


Then click OK



Student Logon

- Open an internet browser and navigate to <https://ma-abington.myfollett.com/>
- Log on: The username is the first part of the student email address (everything before the @ symbol)
- The password is the same as the student password for their email
- ❖ To view grade averages for all courses, click the **Academics** tab



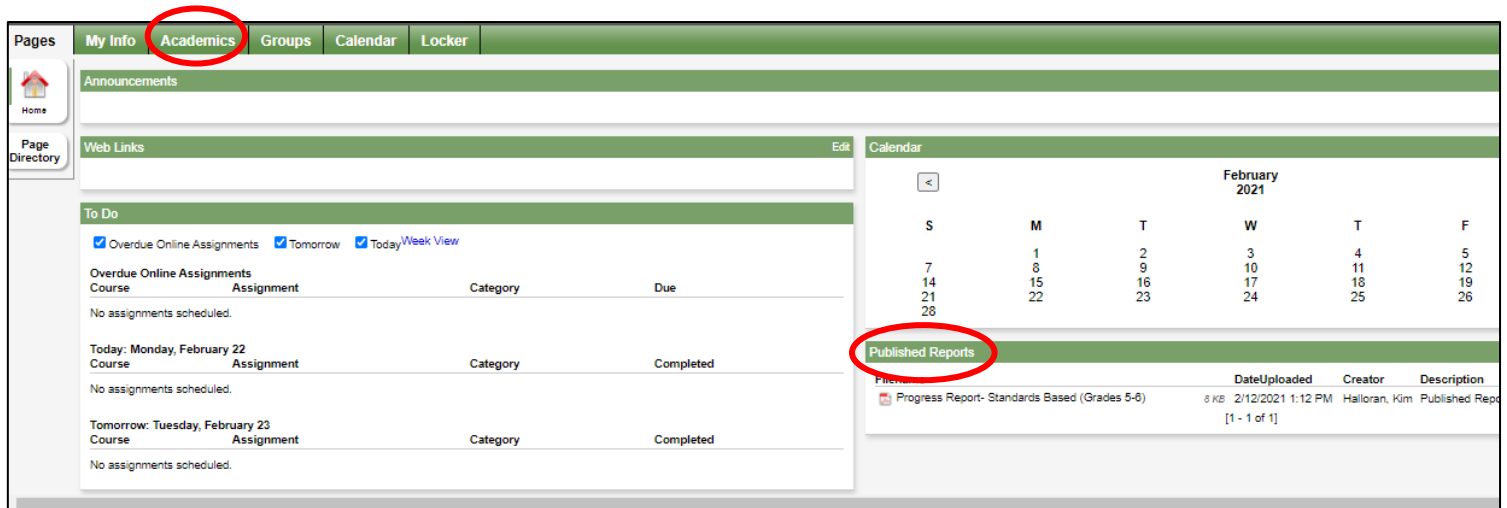
Abington Public Schools

Login ID

Password

[Trouble logging in?](#)

This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of your personal information is a priority.



The screenshot shows the student portal interface. The top navigation bar includes tabs for My info, **Academics** (circled in red), Groups, Calendar, and Locker. On the left, there is a sidebar with Home and Page Directory. The main content area is divided into sections: Announcements, Web Links, and To Do. The To Do section lists overdue online assignments and completed assignments for today (Monday, February 22) and tomorrow (Tuesday, February 23). On the right, there is a calendar for February 2021. Below the calendar, the Published Reports section is highlighted with a red circle, showing a list of reports including a Progress Report for Standards Based (Grades 5-6).

S	M	T	W	T	F
7	1	2	3	4	5
14	8	9	10	11	12
21	15	16	17	18	19
28	22	23	24	25	26

File Name	Date Uploaded	Creator	Description
Progress Report- Standards Based (Grades 5-6)	2/12/2021 1:12 PM	Halloran, Kim	Published Report

- ❖ **View published reports: Report Cards and Progress Reports:** click on the link at the bottom right, under Published Reports

View the grades on specific assignments in a class:

- ❖ Click the **Academics** tab
- ❖ Select the checkbox for the course you want to view assignments in
- ❖ Click the **Assignments** side-tab. The assignments page appears
- ❖ Click the **Category** drop-down to select:
 - ❖ **All** to view all assignments
 - ❖ A category to see only that type of assignment (for example, click **Tests** to view only test grades)
- ❖ Click the **Grade Term** drop-down to select:
 - ❖ **All** to view assignments from all terms
 - ❖ A term to see only assignments from that term

Pages My Info **Academics** Groups Calendar Locker

Classes :: 6004-006 - Science Grade 6

Details

Assignments Details

Attendance

Options Reports Help Search on DateDue

Category: All Grade Term: T2

0 of 3 selected

<input type="checkbox"/>	SeqNo	AssignmentName	DateAsgn	DateDue	Score
<input type="checkbox"/>	8	Forces that Shape the Earth Quiz	1/28/2021	1/28/2021	80% 90.0 / 100.0 (90)
<input type="checkbox"/>	7	Layers of Earth Quiz	1/13/2021	1/13/2021	84% 84.0 / 100.0 (84)
<input type="checkbox"/>	6	Lightyears Quiz	12/15/2020	12/15/2020	100% 100.0 / 100.0 (100)