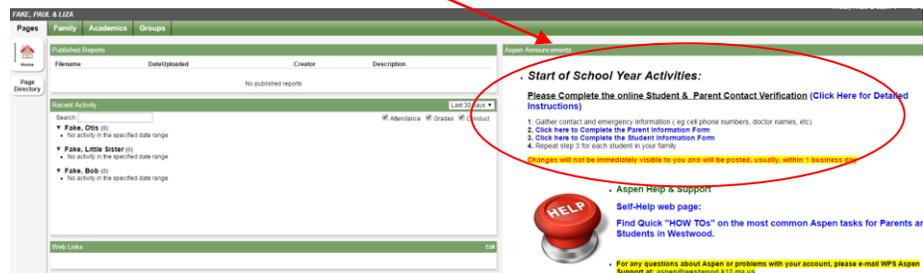


FAMILY PORTAL CONTACT INFORMATION PROCEDURE

Please note: This past July, Aspen made significant changes to the appearance of the product. While the steps below are accurate, the images in this document may look slightly different from what you now see on the screen.

- Go to the following link to log into the family portal: <https://ma-westwood.myfollett.com/>
- Enter the Login ID and password provided
- The Security Preferences Update window will appear when you log in *if you are a first time user*. Add your primary email address, select a security question and provide an answer. This will enable you to retrieve a forgotten password in the future. Click the Submit button if you provided information. *This only needs to be done the first time you log into the system.*
- Gather contact and emergency information (eg phone numbers, doctor names, etc)
- Follow the steps outlined under *Start of School Year Activities* for “**Student Parent Contact Verification Instructions**” on the parent portal announcements. {Step 2 needs to be done once for the parents while step 3 will have to be done individually for each student.}

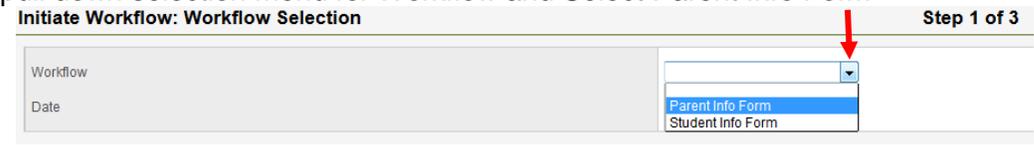


1. COMPLETE THE PARENT INFORMATION FORM:

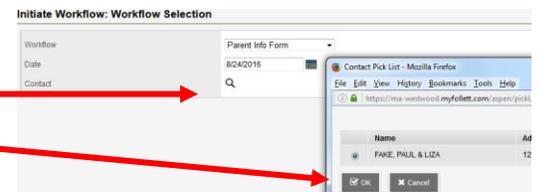
- Click on the link for the Parent Contact Form in the parent portal announcements (this is #2)

You are now on step 1 of 3 for the workflow.

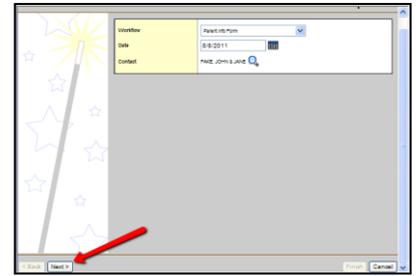
- Click on the pull down selection menu for Workflow and Select Parent Info Form



- Click on the magnifying glass  next to “Contact”. A box with your contact name will appear. Please select the contact and then click OK



- Once the parent contact is selected, Click Next at the bottom of the page.

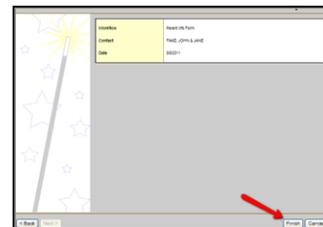


Your are now on step 2 of 3 for the workflow.

- Provide at least 1, but up to 6 phone numbers for parent contact, which could include cell & work phones. These numbers will be used for normal school communications as well as any emergency contact. If you filled this out last year, then your numbers will still be there and all you need to do is verify that they are still correct.
- Just below the phone numbers there is space to include up to 3 Email addresses (please include at least 1).
- Below that is a space for SMS text numbers (optional)
- Click Next at the bottom of the page.

You are now on step 3 of 3 for the workflow.

- Click Finish to submit the Parent Information Form
- If the window does not go away after clicking the Finish button, simply close the window manually by clicking the cancel button.



Please note that changes will not be immediately visible to you and will be posted, usually, within 1 business day

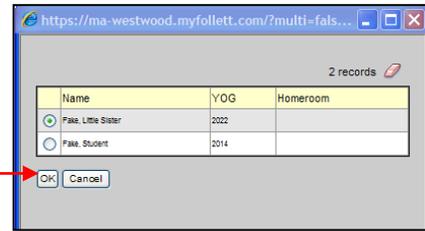
2. COMPLETE THE STUDENT INFORMATION FORM:

- Click on the link for the Student Contact Form in the parent portal announcements (this is #3)

You are now on step 1 of 3 for the workflow.

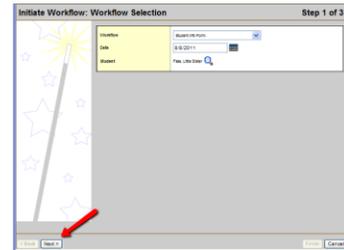
- Click on the pull down selection menu for Workflow and Select Student Info Form

- Click on the magnifying glass  next to select a student. A box with all student members of your family will appear. Please select one student and then click OK.

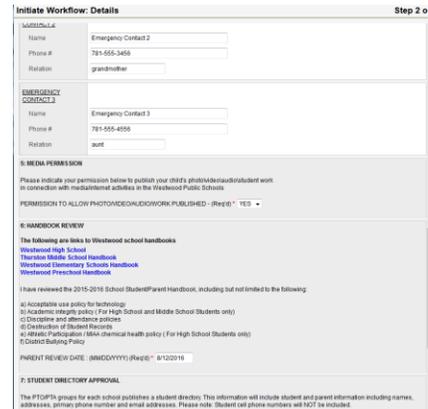


- Once the student is selected click Next at the bottom of the page.

You are now on step 2 of 3 for the workflow.



- Review and edit all student information from each of the 8 sections. Note that each of the sections has its own, distinct instructions so please read carefully before entering the information.
- There are several *required fields*, marked with a * red asterisk:
- Note the emergency contact should be someone *other* than a parent, as parents would be contacted first in an emergency. This is a contact in case a parent cannot be reached.



- Once all information has been entered, click Next at the bottom of the page.

You are now on step 3 of 3 for the workflow.

- Click Finish to Complete the Verification Process.
- If the window does not go away after clicking the Finish button, simply close the window manually by clicking the cancel button.



Please note that changes will not be immediately visible to you and will be posted, usually, within 1 business day

- Repeat [step 2](#) of these instructions, *Complete the Student Information Form*, for each student in your family.