

ASPEN - QUICK TIPS

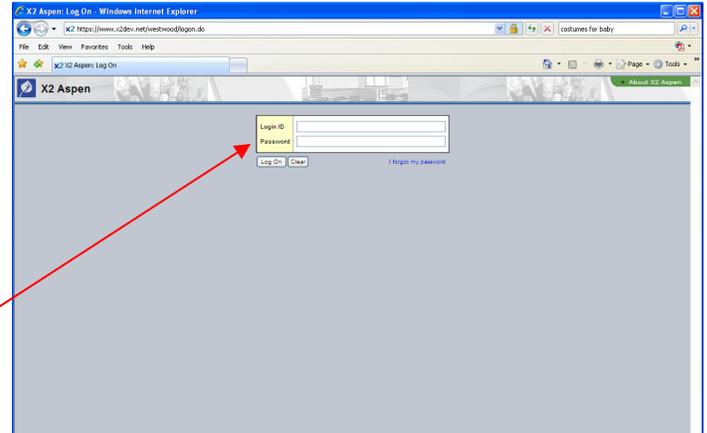
LOG ON TO THE SYSTEM & SETTING UP PASSWORD RE-SET SELF SERVICE

LOGGING IN

The link to the Aspen log in page is:
<https://ma-westwood.myfollett.com>

You can use this link from school, home, or from any computer with an internet connection.

Here you will enter your Login ID and your password (it is case-sensitive), and then click on the *Log On* button.



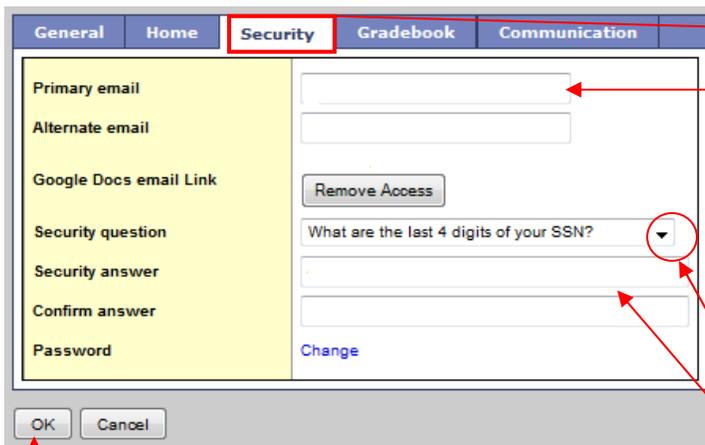
SETTING UP PASSWORD RE-SET SELF SERVICE

Aspen has a feature that allows users to change their own password and also have a temporary password automatically generated and e-mailed to you if you forget your password. No need to go through tech support and have to wait.

- Log on to Aspen and you will automatically be on the Home Page.

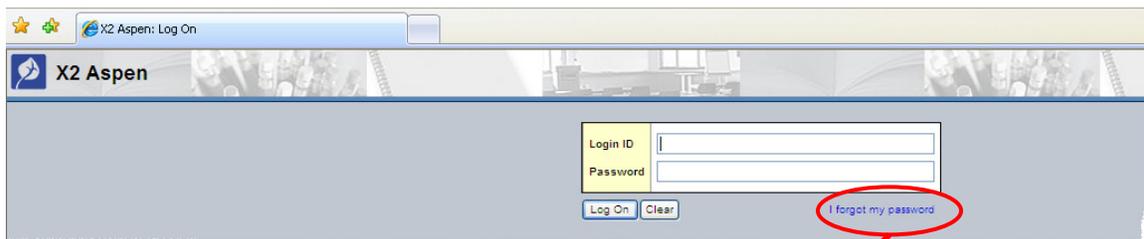


- You need to select *Set Preferences*, near the top, right corner of your screen.
- A dialog box will appear on the screen.



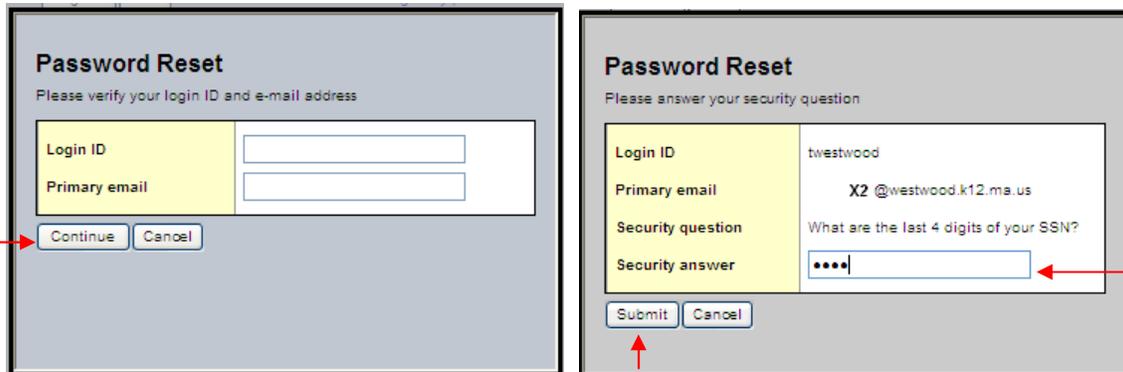
- Now click on the *Security* tab.
- Fill in your primary e-mail, which is the address you want all school communication to go to.
- You may enter an alt. e-mail, if you wish. This could be any other e-mail address you have.
- Disregard the Google Docs email Link.
- Pick a security question from the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

Now you are set up for password self-service.



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.



Aspen Help & Support

Self-Help web page:

Find Quick "HOW TOs" or Students in Westwood.

Here are some additional reference

- [Aspen instructional Videos](#)
- [Aspen Quick Reference Docs](#)