

WELCOME TO THE DUXBURY PUBLIC SCHOOLS ASPEN FAMILY PORTAL

What is Aspen?

Aspen is a secure Web-based school information management system produced by Follett Corporation (a subsidiary of Follett School Solutions) for school districts. The system manages all facets of student data - Attendance, Conduct, Grades, Health, IEP's and 504 Plans.

Aspen is easy to navigate. The data is secure and view-only. Duxbury has been using Aspen since 2007 with great success. We have adopted use of the Family Portal so parents, teachers, and administrators can work together to communicate more effectively and efficiently so we all can focus on education.

What can I expect from the Family Portal?

You, as a parent/guardian can use a single login/password to access information on all of your child(ren) from any computer with Internet access.

Is my child's information secure?

Aspen protects your student's information with the same advanced technology your bank uses to protect your financial accounts. Rest assured that all Aspen users only have access to information they need, and nothing more. We have carefully configured the system to ensure that your students' information is confidential and can only be retrieved by you - the parent/guardian and authorized school personnel.

You can only view, not edit your child's demographic data. If you find that it is outdated or incorrect, notify your child's school to always keep it current.

How do I access the system?

You can use any computer that connects to the Internet, allowing you to access the system from anywhere - your home and your office.

Open your browser to connect to the Internet.

Go to <https://ma-duxbury.myfollett.com>

Enter your **Login ID** and **Password**.

The first time you log in, you will be prompted to set up your security preferences. This will allow you to use the "I forgot my password" feature in the future.

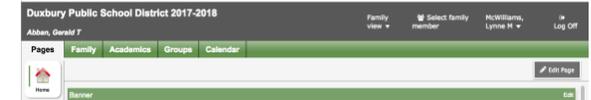
It is important to keep this information updated (your email address, especially).

After the initial set-up, you can access this window by clicking on your name in the upper right corner of your Aspen and selecting "Set Preferences".

How do I use Aspen?

With a single Aspen login you can access the demographic and academic information for each of your children. The tabs along the top choose the information you wish to view, while the tabs along the side show you the information specific to the student you are looking at. For instance, click on the Family **top-tab** to see each of your children and click on one of their names. The window will now open up the page specific to that student. You can navigate through all of the various **side tabs** to see their classes, their current grades, their assignments (including when they were assigned and their due-dates). Each page you visit should show the student's name and you can toggle to your other students there. Or, go back to the Student top tab and select the next student there.

Click this tab...	To view your child's...
Academics	<ul style="list-style-type: none"> current schedule posted assignments posted grades class attendance
Family	<ul style="list-style-type: none"> contact information subscription email notifications



I lost my Login ID or password; or I never received them. How do I obtain them?

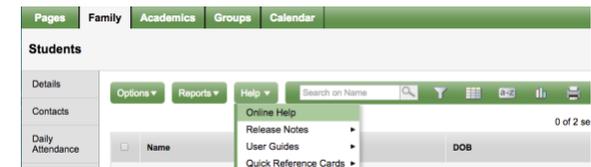
If you lost your LoginID or password, or if you never received them, contact Aspen@duxbury.k12.ma.us

How do I change my password or e-mail address?

From any page, click **Set Preferences** in the upper-right corner of the screen.

What if I need more help with Aspen?

Feel free to explore. If you have a question about how to do something, go to the **Help** menu for the following options:



- **Online Help:** Explanations of how the system is set up and how to perform common tasks are available. A table of contents, index, and search feature make it easy to find the information you need.
- **User Guide:** Click to open, download, and print a PDF version of *Using the Family Portal*.
- If you still have questions, contact Aspen@duxbury.k12.ma.us