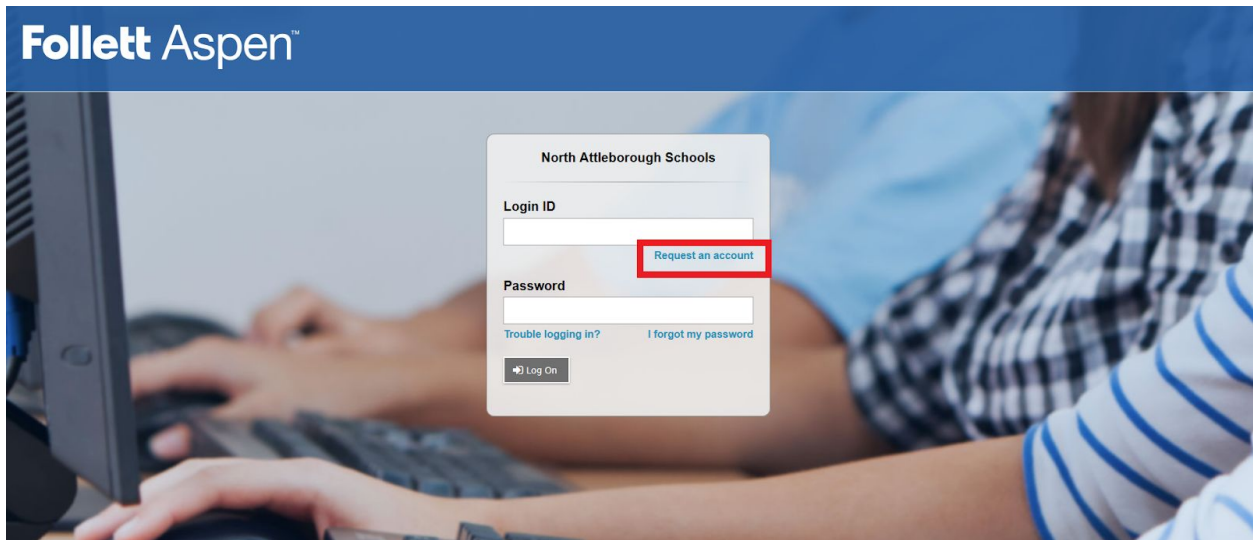


Creating Your Aspen Portal Account for Online Registration

Go to www.naschools.net. Click on the leaf icon. If you are accessing Aspen with a mobile device, click on the 3 lines at the top left hand side of the North Attleborough Schools website. Click on “Popular Links”. Click on “ASPEN X2”. This will bring you to the Aspen log in screen:



Click on “Request an account”. Select “I am a parent/guardian registering my child online”, then click “Next Step”:

Account Type

Please choose one of the available account types below.

I am a parent/guardian registering my child online
Choose this option if you have never created an Aspen SIS account

I am a parent new to Aspen
Choose this option if you already have students enrolled in the system, but do not yet have an Aspen account.

[Click here](#) to have the account validation email resent

Enter the requested information. All prompts must be completed, you cannot skip any questions (there are options available for security question):

Create Your Aspen Account

Information for the account holder (for a parent or guardian, this is your information, not your child's)

First name *	<input type="text"/>
Last name *	<input type="text"/>
Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
City *	<input type="text" value="N. Attleborough"/>
State/province *	<input type="text" value="AK"/>
Postal code *	<input type="text"/>
Home Phone *	<input type="text"/>

[← Previous Step](#) [Next Step →](#) [✕ Close](#)

Account Information

Please fill in your user account information below.

CEmail1 *	<input type="text"/>
Confirm CEmail1 *	<input type="text"/>
Password *	<input type="text"/> Requirements
Confirm Password *	<input type="text"/>
Security question *	<input type="text" value="What are the last 4 digits of your SSN?"/>
Security answer *	<input type="text"/>
Confirm answer *	<input type="text"/>

[← Previous Step](#) [Create My Account](#) [✕ Close](#)

Once you have completed the account information, click on “Create My Account”. You should get the following:

Confirmation

✔ Account request processed!

Next step

A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email address and password you just entered.

Note: Be sure to check your spam folder if you don't see the email right away.

✕ Close

An email will be sent to the email address you entered into the Account information. If you do not see an email, please check the spam, junk, and trash folders. The sending email address will be aspen-sysadmin@myfollett.com. The email will contain a link you must click to verify your account:

Welcome! Please verify your Aspen email address  Inbox ✕

aspen-sysadmin@myfollett.com <aspen-sysadmin@myfollett.com>

to me ▾

Hi Liz Bonin,

Thank you for requesting an Aspen account.

Your request was submitted using this email address. Please [click here](#) to verify your email address and activate your account.

If you didn't request an Aspen account, please [click here](#) to cancel the request.

Thank you,
Aspen System Administrator

← Reply

➡ Forward

Click the link to activate your account. You should see the following:

Email Validation

✔ Verification completed successfully!

Your account is now active.

✕ Close

You will now be able to log into the Aspen Portal and begin the student registration process. Your Aspen Login ID is your email address, the password was set by you when you entered the account information.

Please send an email to aspen@naschools.net if you have questions or if you have trouble completing this process.