1. Have parents log into Aspen. *If parents have forgotten their password they will need to request a new one through the help desk. It may take 24 hours or longer for the password to be reset.

2. Once parents have logged into the system they should see the following screen:

3. Have parents click on the Family tab:

4. Have parents click on the “notification” side tab on the Family page:
5. Have the parents click on the email addresses they would like notifications to be sent, click on subscribe, and determine the threshold of when the parent will receive notifications. *If they have multiple children, they will need to do it for each child*

6. Next have parents click on the assessments side tab

7. Parents will see the following screen. They are sorted by date.

8. Parents can click on the date to view the assessment results.
9. Next have the parents click on the top “Pages” tab

10. Have parents click on the “Other” side tab

11. Have the parent click on the SLDS logo

12. Once inside that site, parents can view their child’s test results and lexile reading levels over time or they can search for resources provided by the state