Aspen Beginner Course

1. First let parents know that they must have an email address to create an Aspen account. If parents do not have an email account, have them create one through gmail.
2. Take the parents to the Marietta City Schools homepage and hover their mouse over the “Parent Resources” tab.

3. Have parents click on the “Aspen Family Portal” option. Once they are on this page, parents that need it translated have that option by clicking on the translate languages tab at the top of the web page.

4. If parents have not created an account, they will need to click on the “Aspen Portal Family Account Registration”

RESOURCES

- Aspen Family Portal Account Registration
- Aspen Help Desk

5. Parents will need to know their child’s Social Security number or student GTID number to register (they can get the GTID number from the school) *Note – I only believe the form online is in English and parents only need to fill out one form even if they have multiple students in the system*

6. If a parent already has an account, but has forgotten their password, they will need to click on the “Aspen Help Desk” to receive a new one (see screenshot above)
7. Once parents have received an email with their registration information they may log into the system. *If parents have requested a new password through the Aspen Help Desk, it may take 24 hours or longer to get the new password*

8. For parents to login have them click on the Aspen leaf icon

![Aspen Family Portal](image)

**RESOURCES**

- Aspen Family Portal Account Registration
- Aspen Help Desk

9. Once parents login they should see the following screen:

![Aspen Family Portal Screen](image)

Point out the banner on the page and let parents know that this is where there will be any important updates about the system

10. Have the parents click on the Academics tab at top
11. This will open their child’s current grades:

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
<th>Term</th>
<th>Teacher</th>
<th>Clssrn</th>
<th>Term Performance</th>
<th>Abs</th>
<th>Tdy</th>
<th>Dsm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish II AB</td>
<td>Spanish II AB</td>
<td>FY</td>
<td>Saucedo, Areli</td>
<td>432</td>
<td>100.0 A</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Theatre Arts Grade 8 Enhanced</td>
<td>Theatre Arts Grade 8 Enhanced</td>
<td>FY</td>
<td>Crogan-Wallace, Kayce</td>
<td>420</td>
<td>95.0 A</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

12. If parents have more than one child in the system they may click on student button above the grade and choose their other child to view his/her grades

13. Finally, since many parents may use a mobile device to access information. Have the parents go to the app store on their phone and download the Marietta City Schools app.
14. Once downloaded, show parents that there is a link to Aspen through the Marietta City Schools app, so that they can view their child’s grades and attendance through the app.