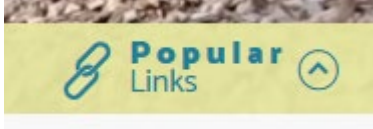


## How to Access the Student Portal for Selection of Elective Courses

The elective window for both rising seventh and rising eighth graders will open on Tuesday, March 3 and remain open until Friday, March 27. Students may change any elective choices up until the window closes. Once closed, choices are final.

1. Go to [www.marietta-city.org](http://www.marietta-city.org). Under the moving picture, click on the “Popular Links”, and choose Aspen.

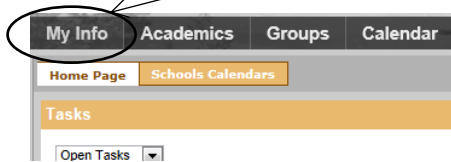


2. This will take you to the Aspen Logon Page. Logon. Your logon credentials are the same as the way you log on to a computer at school:

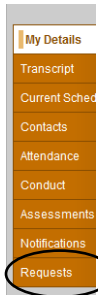
Logon ID = Student ID (Lunch Number)

Password = MMDDYYYY (birthdate)

3. Go to top tab My Info and click.



4. Go to side tab Requests and click.



5. Read the Instructions. Select Fine Arts Elective and Foreign Language, and click ok.

6. Scroll to bottom of page and click on the “Post” button.

Post

7. Log out of Aspen.