

How to Access the Student Portal for Selection of Electives and Foreign Languages

1. Go to www.marietta-city.org. On the left-hand side of page, **click** on the Aspen Family Portal icon.



2. This will take you to the Aspen Logon Page. **Logon**. Your logon credentials are: Logon ID = Last Name and Student ID (smith12345). Your password is student.

A login form titled "Marietta City Schools". It has two input fields: "Login ID" and "Password". Below the "Password" field is a link that says "I forgot my password". At the bottom of the form is a "Log On" button.

3. If you have never logged on to your Aspen account, you will be taken to a page requiring you to **complete Security Preferences Update**. The screen will look like this:

A form titled "Security Preferences Update". Below the title is a sub-header: "To enable self serve password recovery, please provide the following information". The form contains four rows of input fields: "Primary email", "Security question" (with a dropdown arrow), "Security answer", and "Confirm answer". At the bottom left of the form is a "Submit" button.

The information should be completed exactly as follows. No exceptions! After you have selected your 6th grade electives you can change your Security Preferences if you would like.

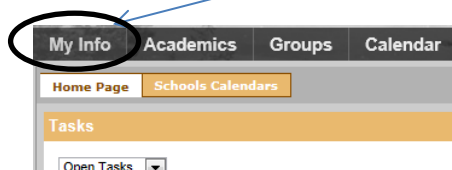
Primary email student@marietta-city.k12.ga.us

Security question (Click down arrow and select) **What is your favorite vacation spot?**

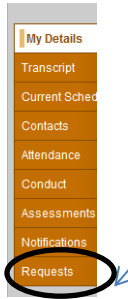
Security answer **Marietta**

Answer **Marietta**

4. **Click** submit.
5. **Go** to top tab My Info and **click**.



6. Go to side tab Requests and click.



7. Read the Instructions and select Primary and Alternate Electives and click ok.

Instructions

Marietta Sixth Grade Academy is very excited to allow students in the class of 2022 to make electives preferences on Aspen.

First indicate your preference for either French or Spanish.

Then indicate your preference for a Fine Arts course. We offer all of the following: Art, Band, Chorus, or Drama.

Please note: students that require additional support in reading and/or math may not receive all choices for electives.

La Academia de Sexto Grado de Marietta se complace en ofrecer a la clase del 2022 la oportunidad de marcar sus preferencias para las clases electivas en el portal de Aspen.

Primero indique su preferencia entre francés y español.

Luego indique su preferencia para la clase de Bellas Artes. Ofrecemos las siguientes opciones: Artes Visuales, Banda, Coro, o Drama.

Tenga en cuenta que los estudiantes que necesiten clases de apoyo en lectura y/o matemáticas puede que no reciban todas sus electivas.

Primary requests

Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?
Select... Foreign Language			
Select... Electives			

8. Select Foreign Language (Choose French or Spanish) and click ok.

Subject area: Foreign Language

Instructions: Please select your preference for French or Spanish.
Indique su preferencia entre francés y español.

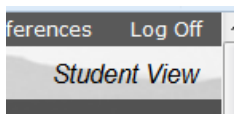
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite
<input type="checkbox"/>	60.0070000	French 6	Standard	1.0	
<input type="checkbox"/>	60.0670000	Spanish 6	Standard	1.0	

OK Cancel

9. Scroll to bottom of page and click on the "Post" button.



10. Log out of Aspen.



The deadline for making these selections is Friday, April 17th, 2015. If you do not complete by then, your choices may be more limited!