


Using Aspen

Once logged in, you can access six areas of the system: **My Info**, **Academics**, **Groups**, **Calendar**, **Locker**, and **Quest**. Click on the tab to view the information.

The screenshot shows the Aspen Student Portal interface. At the top, there is a navigation bar with tabs: Pages, My Info, Academics, Groups, Calendar, Locker, and Quest. Below this is the 'My Record' section. On the left, there is a sidebar with side tabs: My Details, Transcript, Current Schedule, Contacts, Attendance, Conduct, Assessments, Notifications, and Requests. The 'My Details' section is expanded, showing fields for Demographics, Addresses, Ethnicity, and Photo. The 'My Details' section includes fields for First name (TEST), Middle name, Last name (KIDD), Suffix, Local identifier (50500354), State identifier (01234567), Primary email (kiddt28@tewksbury.k12.ma.us), Google Account (kiddt28@tewksbury.k12.ma.us), and Google Acct Password (123456). Red arrows point to the top tabs and the side tabs.

After you click a top tab, side-tabs appear on the left side of the page. Click the side-tabs to view more detailed information or the Filter  to view previous years.

Inside the Top Tabs

Please note: Not all schools utilize all top tabs

Pages — This is the homepage. It displays announcements, the day's schedule, recent activities— such as posted grades and a To Do list— such as assignments due or overdue.

My Info — My Details: demographics, address, ethnicity, photo, bus, locker #; Transcript: transcripts and course information; Current Schedule; Contacts: names and phone numbers: Attendance: daily attendance; Conduct: incident and action records; Assessments: MCAS, PARCC, Elem Benchmark scores; Requests: course requests (only for students entering 9-12th grades)

Academics — Students can view all applicable academic information regarding current and previous year courses such as grades, assignments and class attendance.

Groups — Students can view list and events of Athletic/Academic groups they are involved in.

Calendar — Monthly calendar with due dates of any assignments past and future (if teacher puts assignment in prior to due date). Students can customize their calendar by adding other things, for example soccer practice.

Locker — Students can upload and save files in the virtual locker.

Quest — Students can use Quest to search for digital content.



Tewksbury Public Schools Aspen Student Portal

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What is Aspen? Is my information secure?

Aspen is a secure, web-based school information management system that manages all facets of student data – from attendance to conduct, grades to schedules, transcripts to activities. Tewksbury has been using Aspen for many years with great success. The Student Portal has been implemented and is available to all K-12th grade students

Aspen protects your information with the same advanced technology a bank uses to protect financial accounts. Rest assured that all Aspen users only have access to information they need, and nothing more. We have carefully configured the system to ensure that your information is confidential and can only be retrieved by you and authorized school personnel. You can only view, not edit your demographic data. If you find that it is outdated or incorrect, please notify the school's front office secretary.

What information can I access through Aspen?

With Aspen, you can access:

- Demographic information for the student.
- Family contact and emergency information.
- Daily attendance
- Conduct history
- Academic information: transcript grades, schedule information, and daily assignment grades
- Student assessments (MCAS, PARCC, Elem. Benchmarks, etc.)

How do I access the system?

You can log on to Aspen's Student Portal from any computer that connects to the Internet. Open your browser to connect to the Internet.

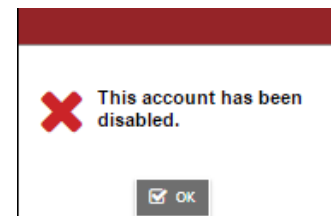
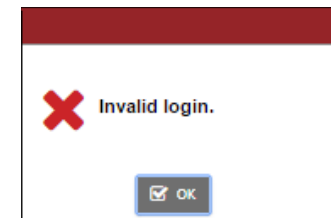
1. Go to <https://ma-tewksbury.myfollett.com>
2. Allow pop ups from this site.
3. Enter your Login ID and Password. The Login ID is all lower case letters and consists of the student's last name, first initial and the last 2 digits of the year-of-graduation. For example, the Login ID for Mary Smith with a YOG of 2016 would be smithm16. We assign a random generated 5 digit password.

Why is my account disabled? How do I change my password?

If you enter an incorrect password more than five times your account will become disabled and you will have to contact the school's front office to enable your account.

**PLEASE DO NOT
CHANGE YOUR PASSWORD.**

If for any reason you forget or need to reset your password, please contact the school's front office secretary.



Aspen's incorrect password error and disabled account error.