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Aspen Student Information System
Family Portal Instructions

Aspen Family Portal accounts are created for each student's first emergency contact currently listed in Aspen. This account information is intended to be shared by all parents and/or legal guardians of each individual student. If your family circumstances require a second account, please download the Aspen Family Portal Request form and return it to the principal of your child's school.   A second parent account will be created for you. Depending on your child's grade level your access to Aspen will allow you to view grades, assignments, and attendance information for your child.

Logging onto Aspen
- You will receive an email from eschuck@hudson.k12.ma.us with your username and temporary password.
- Navigate to Aspen's website - https://ma-hudson.myfollett.com/aspen/logon.do
- In the username box – type your username
- In the password box – type your temporary password
- You **must** change your password and set up a security question. Your password must be at least 8 characters/numbers long, have a capital letter, have at least one number, and a symbol (i.e. Dragon0922#). Passwords are case sensitive.
- Once logged in, your will be presented with your account Dashboard.
- Note: Blue text usually denotes a link allowing you to dig deeper into your child's information.

Family Dashboard

Once logged in, you will be brought to the Dashboard. The recent activity section will list each of your children displaying assignments due, grades posted, etc. The main dashboard page contains various sections (widgets) which will contain information about your child(ren). The district will be modifying these sections and adding more information in the future. The district and/or schools will also post important announcements.

Family Top Tab

- The Family top tab lists all current students enrolled which you have access to their information. If you are missing a child, please fill out the Aspen Family Portal Request form located on the district's website on the Aspen page. Children who have graduated can be accessed by selecting All Records from the Filter icon.
- The Details side tab shows demographic information, address, ethnicity, and photo for your child. If information is incorrect, please contact the building secretary for your child's school.
- The Contacts side tab lists the Emergency Contacts for your child. If information is incorrect, please contact the building secretary for your child's school.
- The Daily Attendance side tab lists the absences to date for your child.
- The Transcript side tab displays current course grades (QMS and HHS only). To see past years' information, choose All Records from the Filter icon. At the high school level **ONLY** you can view Current Credit Summary and GPA Summary under the Transcript side tab. **Note: Hudson High School always uses *!Official Weighted GPA* for calculations.**
- The Schedule side tab displays a matrix view of your child's schedule. From the drop down menu, you can view each semester or a full year schedule. The Requests side tab under Schedule will be used during Course Requests time in January/February for high school students.
- Notifications – Families can sign up for email notifications by clicking the check box next to your email address and the options for which you would like to receive notifications—attendance and grades.

Academics Top Tab

Select child

Current classes of selected child.
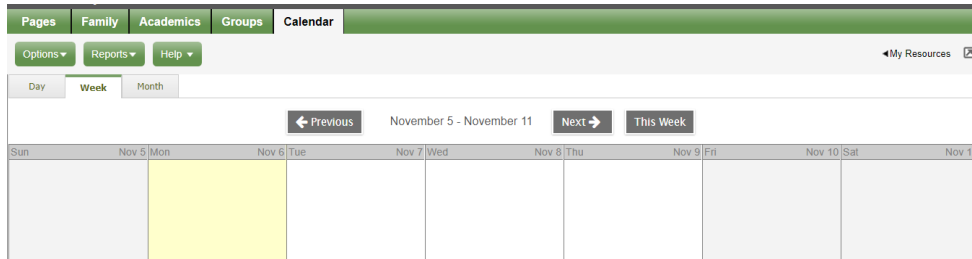
- The Window will show the current classes for the selected child. Clicking on the link will take you into the details of each class. To select a different child, select the child's name from the drop down menu.
- Details – Shows the summary of Attendance and Average for the class.
- Assignments – Drills into the specific grades received to date in the class.
- Attendance – Your attendance for the class.

Groups Top Tab

- Staff members can create a group and assign students to a group for class projects, assignments, athletic events, and/or extra-curricular activities.
- If students are assigned to a group, you will be able to view the Details and Events for each group.

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Calendar Top Tab

- Calendar – Parents can view Daily, Weekly, Monthly assignments, due dates, etc., posted by teachers. Students can also add events as needed for upcoming assignments.

Aspen Help

- Aspen has built in help information. Click the Help drop down menu to access these resources.

- Parents can also receive help by sending an email to aspenhelp@hudson.k12.ma.us