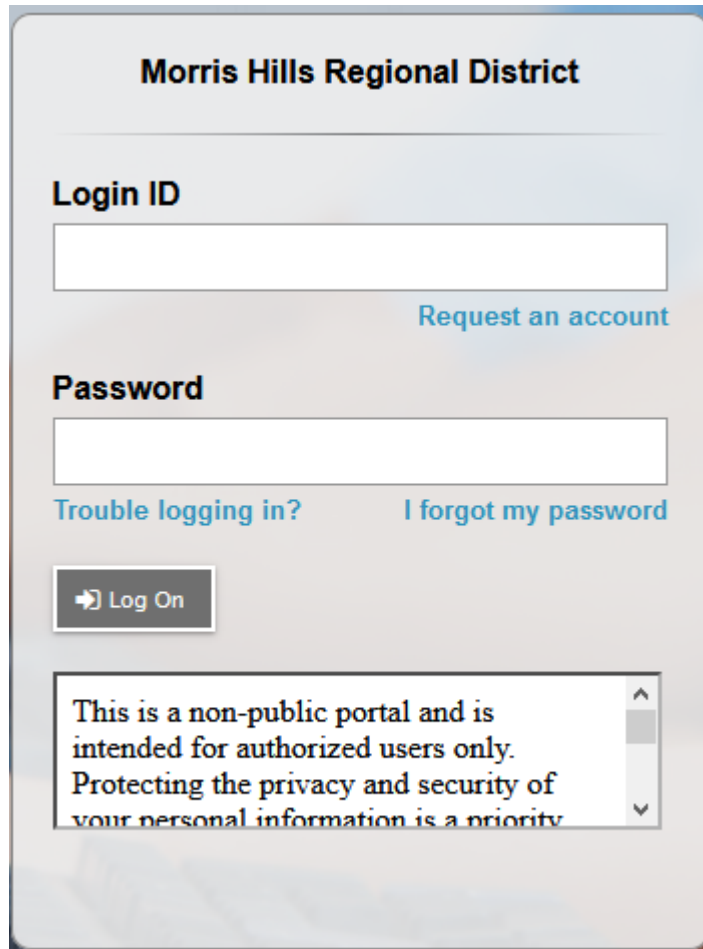


How to Create a Family Portal ASPEN Account:

The ASPEN family portal is a great resource for accessing your child's grades, schedule, attendance, and updating your contact information. Beginning January 2021, it is also necessary to have an ASPEN account in order to register your child with Morris Hills Regional School District.

To create your ASPEN account:

1. Go to the ASPEN home page for Morris Hills Regional School District:
2. <https://nj-mhrd.myfollett.com/aspn/home.do>



The screenshot shows the login interface for the Morris Hills Regional District ASPEN portal. At the top, the title "Morris Hills Regional District" is displayed. Below this, there are two input fields: "Login ID" and "Password". To the right of the "Login ID" field is a blue link that says "Request an account". Below the "Password" field are two blue links: "Trouble logging in?" and "I forgot my password". A dark grey button with a right-pointing arrow and the text "Log On" is positioned below the password field. At the bottom of the form area, there is a scrollable box containing the text: "This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of your personal information is a priority".

2. Click on "**Request an account**". Please note that this link may not appear on mobile Phones.

- The next screen will ask you to create an Aspen Account. Select the option, ***“I am a parent/guardian registering my child online.”*** Please note if you have a current Student at Morris Hills Regional **DO NOT CREATE A NEW ACCOUNT.** Use your Aspen login at the Login screen.

Account Type

Please choose one of the available account types below.

I am a parent/guardian registering my child online
Choose this option if you have never created an Aspen SIS account

[Click here](#) to have the account validation email resent

Next Step → Close

- Please enter your Name, address, and Phone number. All Fields are required.

Create Your Aspen Account

Information for the account holder (for a parent or guardian, this is your information, not your child's)

First name *

Last name *

Address line 1 *

Address line 2

City *

State/province *

Postal code *

Phone 1 *

← Previous Step Next Step → Close

5. On the next screen, you must enter an Email, create a Password, and set up Security Question for account recovery. **THIS WILL BE YOUR ASPEN LOGIN USED TO REGISTER YOUR STUDENT.** Your email is the Login ID and the Password is what you create here.

The screenshot shows a web form titled "Account Information" with a "Login ID" tab. The form contains the following fields and options:

- Primary email *
- Confirm email *
- Password * (with a "Requirements" link)
- Confirm Password *
- Security question * (dropdown menu with "What are the last 4 digits of your SSN?" selected)
- Security answer *
- Confirm answer *

At the bottom of the form, there are three buttons: "Previous Step" (with a left arrow), "Create My Account", and "Close" (with an X icon).

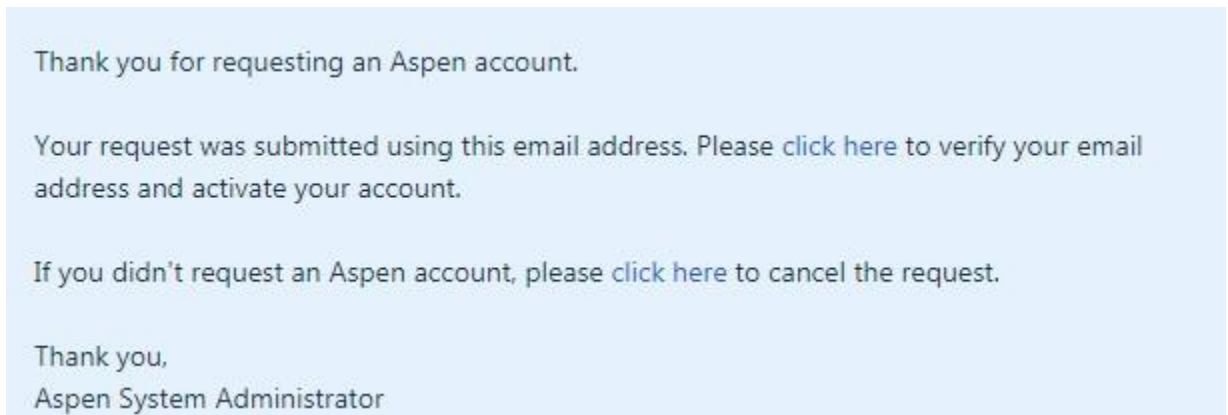
6. ASPEN will send a verification email to the address you specified.

The screenshot shows a confirmation message box with the following content:

- ✓ Account request processed!
- Next step**
A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email address and password you just entered.
- Note: Be sure to check your spam folder if you don't see the email right away.

A "Close" button (with an X icon) is located at the bottom right of the message box.

7. To verify your account, navigate to your email and locate the verification email from ASPEN. Click on "**Click here**" to verify your email address and activate your account.



8. Once you verify your email, your account will now be Active. You can use your email and password at the login screen to begin your student registration.

