

ASPEN PARENT PORTAL ACCOUNT SET- UP ONE-PAGER (Time required - 5 minutes)



Email Set Up Process

- Parent clicks Click here link in email after copying the security code using CTRL-C, and is prompted to choose account type. Finally, click Next Step.
- 2. Enter or paste (CTRL-P) the generated **security code** found in the email. Click **Next Step.**
- The parent is presented with their current contact data, click Next Step.
- The parent is prompted with account information. They
 can then set a password and setup a security question
 in Spanish or English. Click Create My Account.
- Parent sees screen verifying that the account has been processed.
- 6. Account Request Processed window appears.
- 7. Parent clicks Close.
- 8. The parent is then brought to Aspen confirmation screen, telling them that their account creation and validation was successful.

***Note: If a parent sees the following pop-up, it means they have already verified their account and they should proceed to step 9.

Also, please be careful to remember your password and security question.



Chicago Public Schools has granted you the ability to create a

Parent Portal user account in Aspen/Las Escuelas Públicas de

Chicago le han otorgado la capacidad de crear una cuenta de

A CPS school administrator has provided you access to a Family Portal account to view your students' grades,

Click here to utilize the validation code to create your account. By initiating the creation of your account you are acknowledging that you have read and agree to the terms of service. If you have any issues with this process.

attendance, and more online. Use the validation code below to complete the account creation process

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please contact your student's school directly, as this is an unmonitored email box.

Greetings from the Chicago Public Schools!

an970ENCY

Aspen System Administrator

- Parent clicks Close and goes to aspen.cps.edu.
- Parent logs in to Parent Portal with as Login ID (their email address) and their newly created password
- 11. Parent enters First Name and Date of Birth (MM/DD/YYYY) for their child.
- Parent then clicks **Submit** to gain access to their child information.
- 13. Parent sees a success message and is directed to the Home Page to see their child's information.
- 14. At this point, the parent is given immediate access to their child's **Attendance**, **Grades and Assignments**.
- 15. Next time the parent views their Home Page (same session or next login) the widget is gone, unless they have more students to connect to. Repeat step 11 if this is the case.

