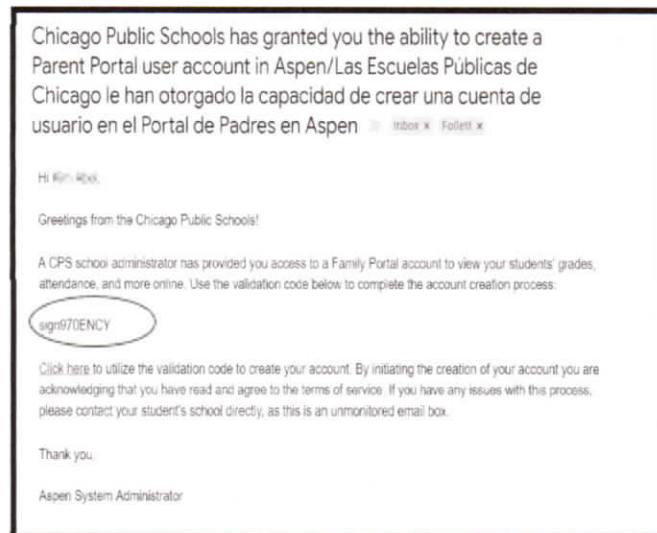


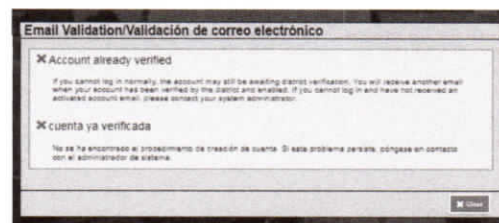
Email Set Up Process

1. 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**.
3. The parent is presented with their current contact data, click **Next Step**.
4. 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**.
5. 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.



9. Parent clicks **Close** and goes to aspen.cps.edu.
10. 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.
12. 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.**

