



Aspen Settings for Directory & PA Email Permissions

How to Check Settings:

- Please log into [Aspen](#).
- Click the **Family** Tab.
- Click on your student's name (you'll need to check each one if you have more than 1 CCHS student).
- Click the **Demographics** tab.
- In the far right column, make sure there is a **Y for YES** next to "Use Student/Family Info in PTG Directory" and "Use Student/Family Info By Approved Orgs".

If it's Y, you're all set!

How to Change Settings:

If it has an N for NO, return to the home/pages tab and complete the following:

- Under **Announcements**, click the top link: **Online Student Demographic Verification Form**.
- Click the search icon in the **Student** field and select your CCHS student.
- Click **Next** at the bottom left.
- Scroll down to the **orange Student Permissions** section.
- Check the box next to:
 - I allow the secondary use of both my student and family contact information by approved school organizations AND
 - I allow the use of both my student and family contact information in the school Parents/Teachers Association directory
- Click **Verification Complete** and type the date in the bottom right and click Next,
- Click **Finish** in the bottom left!