

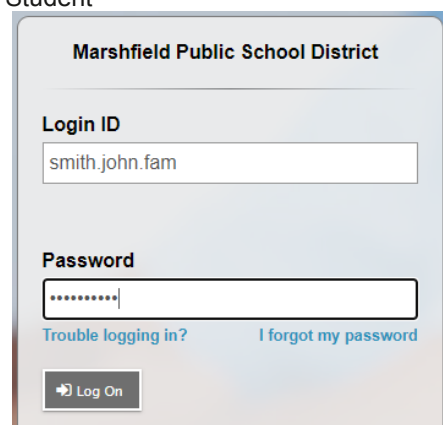
## **Marshfield Pubic Schools**

### **Updating Parent and Student Information via Your Aspen Family Portal Account**

Please log in to your Family Portal account at <https://aspen.mpsd.org>. Parent and Student information can only be updated through a Family account, *not* a *Student account*. If you are trying to complete the workflow on a mobile device, you will need to switch to Full Site view after logging in.

As a reminder, Family Portal login IDs are in the following format:  
*lastname.firstname.fam* (for example, smith.john.fam). If you are unable to access the portal, please contact [aspen@mpsd.org](mailto:aspen@mpsd.org) for assistance.

On the Aspen Home Page (lower left), you will see a number of Workflow windows which will allow you to update information for a variety of different purposes. There are two workflows that you will need to complete:

The image shows a login form for the Marshfield Public School District. It has a title bar that says "Marshfield Public School District". Below that, there are two input fields: "Login ID" with the text "smith.john.fam" and "Password" with a masked password "\*\*\*\*\*". Below the password field are two links: "Trouble logging in?" and "I forgot my password". At the bottom is a "Log On" button with a right-pointing arrow.

- **Student Information Update:** This workflow allows families to:
  - View, but not update, parent/guardian contact information
  - Update secondary emergency contacts
  - Sign off on the student handbook, photo consent, and computer/Internet policy
  - Update physician/health, home language, and military family information
  - Specify permissions for SEPAC/PTO emails and class lists (elementary)
  - Electronically sign off (parent and student)
  - This workflow needs to be completed for each student in the family each year.
- **Parent Information Update:** This workflow allows each parent/guardian to
  - Verify or update his or her own contact information

To start a workflow, click the *"Initiate"* button for the desired workflow.

The image shows a window titled "Workflow" with an "Edit" button in the top right corner. Inside the window, there is a green header bar that says "Start a new Parent Information Update workflow". Below this header is a white box containing a button with a plus sign and the text "Initiate...".

In the window that pops up, click the Magnifying Glass next to "Student" (*in the Student Information Workflow*) or "Contact" (*in the Parent Information Workflow*) to choose the appropriate person.. Select the radio button next to the desired name, click "OK" and then *"Next."*

When the form appears, make sure the desired person's name is at the top of the form. If you have selected the wrong person, do not click the back button, click *"Cancel"* and start again.

Please read through all the information on the page and answer all questions, using the scroll bar on the right to move up and down the page. Most questions are yes or no answers, and some are boxes where you may need to fill in information.

After the form has been completed, click the *"Next"* button in the lower left corner. Then, submit the form by clicking the *"Finish"* button in the lower right corner. The workflow window will automatically close, indicating that the information has been submitted. If you close this box without clicking *"Finish"*, the form information will NOT be submitted. Please note that it may take up to two business days to verify and approve the changes you make using these workflows.