

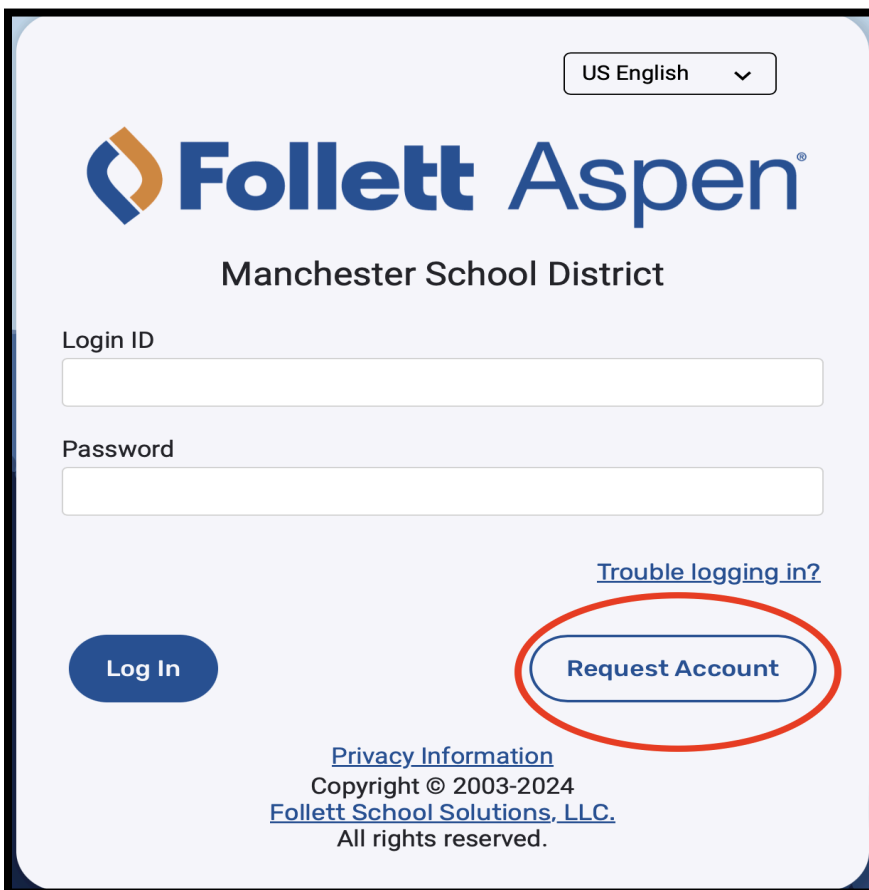
Create a Family Account in Aspen

3 options

Option 1: If you are new to Aspen and do not have a family portal account or do not have any children in the Manchester School District, follow the steps below.

Log on to: nh-manchester.myfollett.com

Click on the **'Request an account'** - see image below



US English ▼

Follett Aspen®

Manchester School District

Login ID

Password

[Trouble logging in?](#)

[Log In](#)

[Request Account](#)

[Privacy Information](#)
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Do not use Student mansd.org accounts, these should be parent personal accounts. Student accounts will not work for registrations.

Do not use your mansd.org email account if you are a staff member. Use your personal email account to register a student.

Chose the first option below:

Create Your Aspen Account

[Click or tap here](#) if you are new to the district and the system doesn't contain any of your information.

[Click or tap here](#) to have the account verification email resent.

Enter in your information. Address 2 is for Apt, Suite, Floor, Unit and other additional address information. Use upper and lowercase for better matches with existing records, if any. **Spell out Street, Avenue, Lane and other address extensions**

Create Your Aspen Account

PERSONAL INFORMATION

ACCOUNT INFORMATION

First Name

Last Name

Address Line 1

Address Line 2

(Optional)

City

State/Province

Postal Code

Primary Phone

Previous

Next

Close

Click on **'Next Step'**.

Create Your Aspen Account

PERSONAL INFORMATION

ACCOUNT INFORMATION

Primary Email

Confirm Email

Password

Confirm Password

Security Question

What city did your mother grow up in? ▼

Security Answer

Confirm Security Answer

Previous

Next

Close

Create My Account

Password Requirements

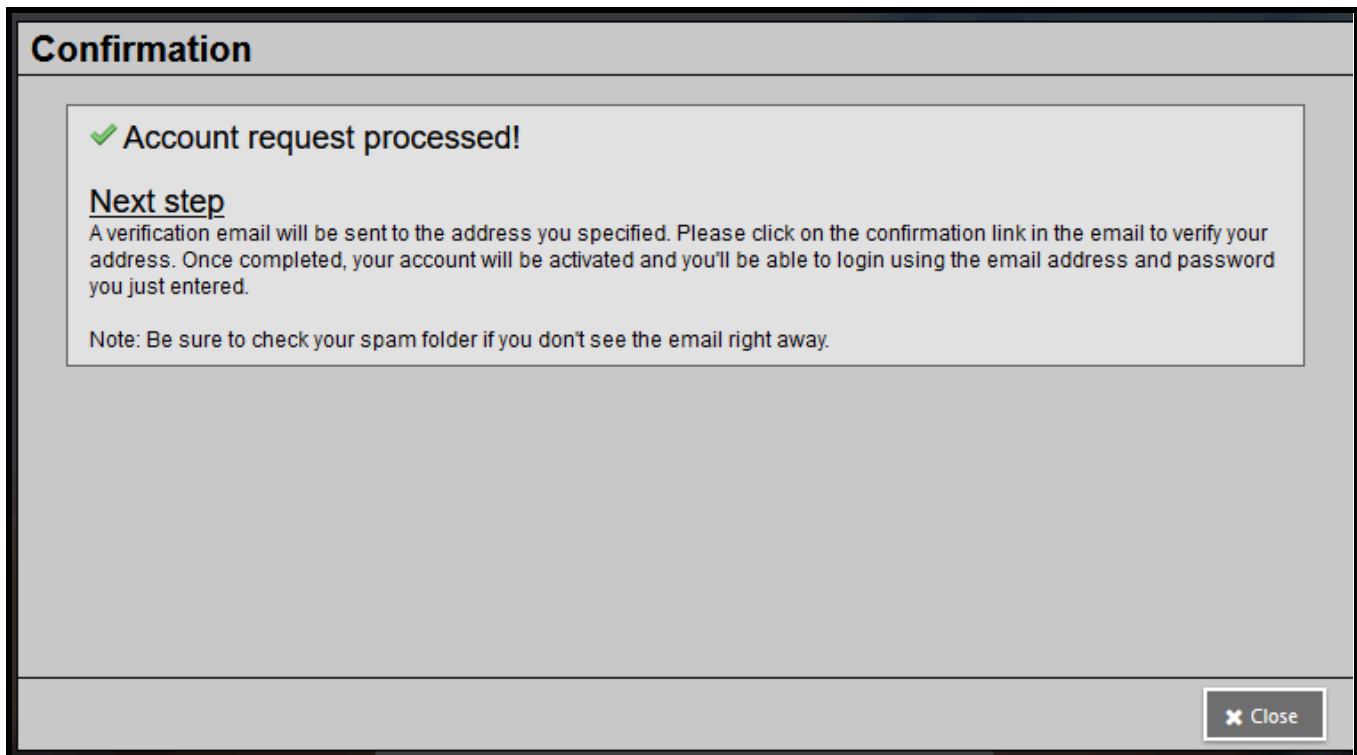
- Minimum length is 8
- At least one number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

☒ OK

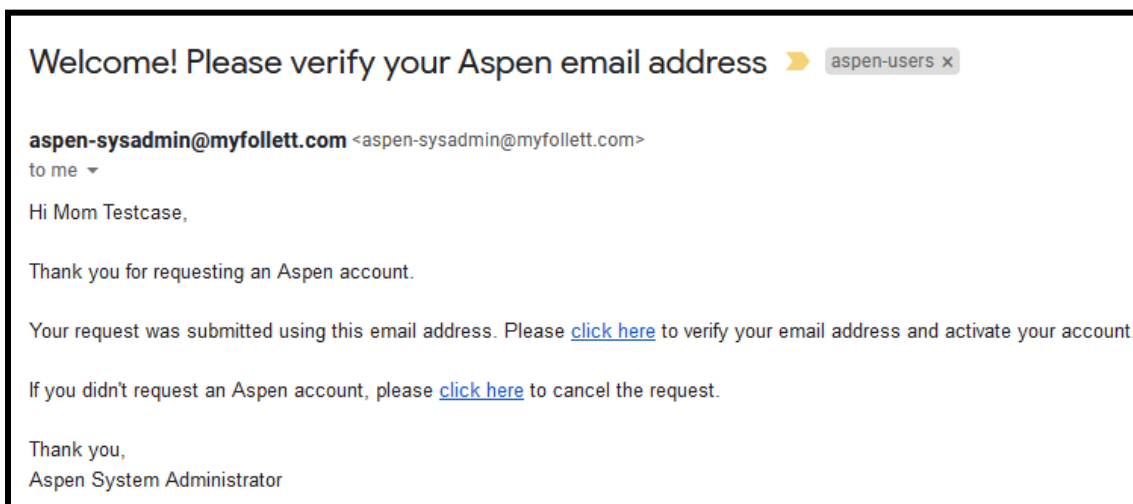
Enter in your Aspen account Information and click on '**Create My Account**'.

NOTE: Review the **Password Requirements** by clicking on the [link](#) (shown in yellow below).

If your email address has not been found in the system, you will receive this message below that your account request has been accepted.



You can then go back to your email and look for a message from aspen-sysadmin@myfollett.com. It should look something like this:



Click on the link in the email to verify your account. **You have successfully created an account. You can start using your account right away with your email address and the password you entered.**

Previous account logins began with 'fp-' and the first initial of your first name and full last name. (IE: fp-bbrady) If there were duplicate accounts, you may have a number following your account.(IE: fp-bbrady2) If you are creating your own account now, your login will remain your email address instead.

If you forget your password, you can click on the 'I forgot my password' link on the sign on screen, enter your login id and email address. (If your login ID is the same as your email address, enter the email twice). Click Continue and it will ask you for the answer to the security question you put in earlier. Then click 'Submit'. You will get an email with a temporary password.

When you log in you will see 'Start a new Online Student Registration' on the right hand side with an 'Initiate' button. Select that and start your registration. Refer to [Online School Instructions](#) to help you fill out the registration.

Option 2: Email Address is Already on File with No Account in Aspen

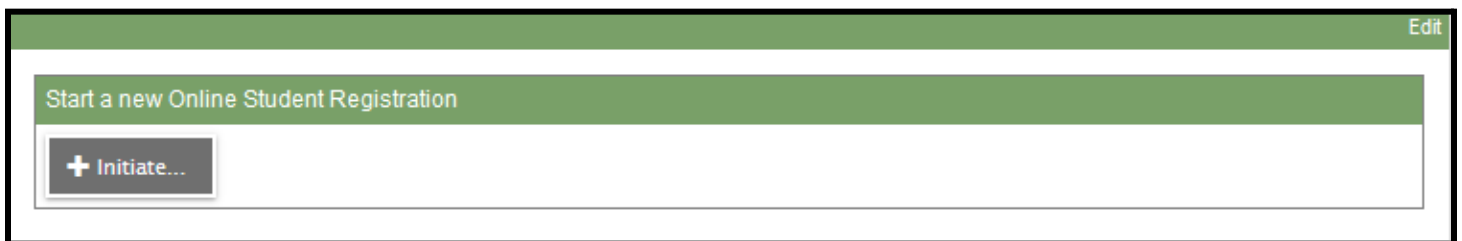
If you are already in Aspen as a contact for any student and it recognizes your email address, you will get this message below. Email addresses need to be unique to each person.

Please enter a ticket with the subject title - [OLR - Already in Aspen](#) at techsupport@mansd.org. **We will only be able to give you this access if we can verify who you are, so please enclose your full name, your physical address, email address and phone information along with student name(s).** If our information matches yours, we will create the account and inform you about the account information. If an account exists, we will notify you of your account information to get started. NOTE: If our information does not match the information you provided, we will contact the school and have them reach out to you for clarification and updates on the student record.

Once you have a valid account, you can log in using **Option 3** and that data will pop up in the registration process when you begin under contacts.

Option 3: Already have an Account and it is Being Used

If you already have an active account, when you log in you will see '**Start a new Online Student Registration**' on the right hand side with an '**Initiate**' button. Select that and start your registration. Refer to [Online School Instructions](#) to help you fill out the registration.



If you do not have an email address on file in Aspen, you can call or email the school to get an email address entered on your account to start the process.