



<date>

Dear <name>,

Congratulations! I am honored to inform you that you have been accepted into the <program> within the <school> at Aspen University! We believe in your potential for success, and we are confident that you will make lasting contributions to Aspen and your community.

To complete the degree program, you will need to enroll and complete <> credit hours plus <> proctored exam(s).

You now have access to the Aspen University student portal. To register for your first course, please follow the instructions below:

[Go Here to Create an Account or to Access the Student Portal](#)

If you have already created an account and want to Login, please do the following:

1. Enter your email: <email> and password.
2. If you've forgotten your password, follow the prompts on the Student Portal login page to reset your password.

To Create an Account, please do the following:

1. Enter your Learner's ID: < learner's ID>
2. Enter your email: <email>
3. Create your password: Choose a secure password.
4. Confirm your password: Re-enter your password.

Your advisor <EA name> (<EA email>) will reach out soon to schedule an appointment to familiarize you with the University, the Student Portal, and help you enroll in your first course.

<Name>, there has never been a better time or place for you. On behalf of all of us who had the pleasure of reviewing your application, best wishes to you for a successful and enjoyable future.

Sincerely,

Office of the Registrar
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Phoenix, Arizona 85040
www.aspen.edu
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