

Dear Grade 9 – 12 Parents/Guardians,

On **August 2, 2022** the ASPEN portal will be available to start 1-1 registration for the upcoming school year. **This process needs to be completed for EACH student.** Parents will need to log-in to the Family Portal section of ASPEN at <https://aspen.mpsd.org>. Students cannot register through their Student Portal accounts. If you are unable to access the Family Portal, please contact aspen@mpsd.org for assistance. Any questions regarding registration should be directed to the main office at Marshfield High School.

1. All students/parents will be expected to sign our 1-1 User Agreement electronically.
2. All students/parents are advised to secure our technology protection plan for the duration of your student use at Marshfield High School. Payment will be made prior to distribution of your student device using our online payment process. Please see the Technology Plan and Procedures for cost and applied protection. Failure to secure protection will require you to individually pay for any repairs or replacement of the device, and is not recommended.

Students Payment and Registration Steps:

1. Review the suggested [Technology Protection & Procedures for Repairing Devices](#) Options
 - a. Log in to Unipay Gold and pay your 1-1 technology protection plan.
(<https://unipaygold.unibank.com/transactionInfo.aspx?CustomerID=935>..
Please note your confirmation number for use when registering.
 - a. Complete Parent/Student 1:1 Signoff Instructions in Aspen
.. [Aspen Parent/Student 1:1 Sign-off Instructions](#)

Thank you,
MHS Administration