

EPS Online Registration Instructions

Preschool Students

For Preschool registrations, please reach out to Nancy Beier at nbeier@easton.k12.ma.us **BEFORE** completing the online registration form.

Ready to Get Started?

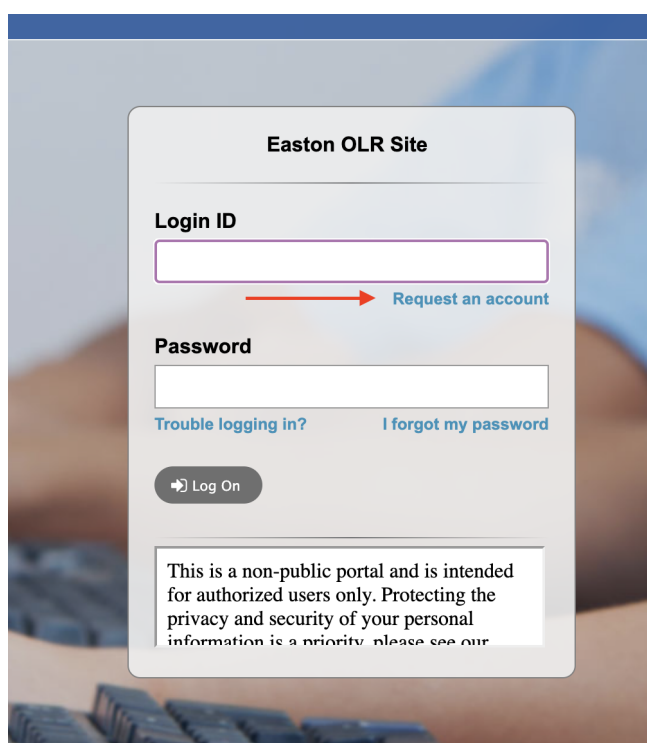
Make sure you are an Easton resident, are using a computer (not a cell phone) and follow the steps below.

LOGGING INTO ASPEN

Aspen Portal: <https://ma-easton.myfollett.com/aspen/logon.do>

Log in to your Aspen Portal if you already have an existing account. If you do not recall your password, you may use the [I forgot my password](#) option or reach out to helpdesk@easton.k12.ma.us.

If you have never used Aspen and/or have never been sent account login credentials, then you click on [Request an account](#) (Please note that you **WILL NOT** see this option on a mobile phone.)



The screenshot shows the 'Easton OLR Site' login interface. It features a 'Login ID' field with a red arrow pointing to a 'Request an account' link. Below this is a 'Password' field, followed by links for 'Trouble logging in?' and 'I forgot my password'. A 'Log On' button is positioned below the password field. At the bottom, a disclaimer states: 'This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of your personal information is a priority. please see our'.

PREFERRED LANGUAGE

If you would like to complete the Online Registration in your preferred language, please use these [instructions](#) to change your settings.

STARTING A NEW REGISTRATION

Once you have logged into the system, you will click the **+Initiate** button to Start a New Student Registration.

Warning: Avoid creating duplicate registrations for the same student

Do not click the Initiate button again if you have already initiated a registration for a student. If the student appears in the “Resume Working on any new Student Registration” section, click on the green checkmark next to that student to continue working on that student.

The screenshot shows a web application interface for student registration. On the left, there are filter controls for 'Category' (All) and 'Month' (Current). Below these is a table with headers 'Creator' and 'Description'. Further down is a section for 'published reports' with a 'Last 30 days' filter. The main content area on the right is titled 'New Student Registration'. It features a green button labeled '+ Initiate...' which is highlighted with a red rectangle. Below this button is a section titled 'Resume working on any New Student Registration that has already been started', which contains a table with columns: 'Name', 'Grade', 'School > Name', and 'Workflow Phase'.

The following window will open and you can begin adding the information for your child in each of the tabs.

Start Student School Family/Contacts Additional Info Language Health Services **Kindergarten Only** Documents Submit

Instructions

Please complete each of the tabs, and then "Submit" when finished.
 If you need to stop and come back later, select Save & Close
 All your information is automatically saved when you move to a new tab, or select the 'Next or Previous' buttons.

If you require assistance with completing any of the enrollment materials, please reach out to our Central Registrars:

Tracy Matthews | 508-205-5900 ext 12120 | tmatthews@easton.k12.ma.us
 Maureen Rush | 508-205-5900 ext 12121 | mrush@easton.k12.ma.us
 For general registration questions, please email eps_registration@easton.k12.ma.us

School Year Selection

To begin registration, select a school year below:

☐ 2023-2024
☐ 2024-2025

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

← Previous Save & Close Next → ✕ Cancel

Please note that you must select **Next** to move on to the next step. If a field contains an *, then you must provide that information before you are allowed to move on in the system.

Complete each of the tabs (do not use all UPPER case or all LOWER case).

UPLOADING REQUIRED DOCUMENTS

- If you do not upload all the required documents (Proof of Residency, Birth Certificate, Physical Exam and Immunization Records, and a Release of Student Records if coming from another district), **we will be unable to process the registration and it will be returned to you.**
- Proof of Residency is required for every student, regardless if there are siblings enrolled.
- **Note for Kindergarten Students - Screening:** If your registration is not complete, including the submission of all required documents, you will **NOT** be able to schedule a Kindergarten screening appointment in June.
- Documents must be in PDF or JPEG format.

You will be able to upload documents, such as proof of residency, birth certificate, physical exams, etc, directly into the system as you move through the registration process.

It is helpful to have the following documents on hand when completing the Online Registration process:

- Copy of birth certificate

- Copy of a Legal Guardian's License or Passport ID (for persons without a valid MA driver's license).
- Proof of Residency
- Most recent physical exam record and proof of immunizations
- Academic or Attendance records from prior school
- Individualized Education Program (IEP)/Evaluation Reports or special education records if appropriate
- Custody papers if needed

SAVING AND COMING BACK TO FINISH

If you cannot complete the form in one sitting click **Save and Close**. You may return to it by logging into the system and selecting the student in the **Resume working** section of your account. To resume working on a registration that you have already started, click on the **green checkmark** next to the student. **Do not** click the initiate button again, this will create a new registration.

Category: All ▾ • Month: Current ▾

Creator Description

reports

Last 30 days ▾

☒ Attendance ☒ Grades

New Student Registration

Start a new New Student Registration

[+ Initiate...](#)

Resume working on any New Student Registration that has already been started

Name	Grade	School > Name	Workflow Phase	Actions
Riding Hod, Little Red	05	Richardson Olmsted	Accepted	
The Pooh, Winnie	01	Blanche A. Ames Elementary School	Under review	
Madrigal, Mirabel	KF	Blanche A. Ames Elementary School	Accepted	

SUBMIT YOUR REGISTRATION

When finished, click the **Submit** button on the Submit tab. Upon submitting your Online Registration form successfully, you will receive a confirmation email.

Once you submit, you will not be able to change anything, so please review the information before submitting and ensure that all required documents are uploaded. Your registration will be returned if the documents are not uploaded. If you have difficulty uploading documents, please reach out to the Registrars for assistance.

NEED ASSISTANCE

If you require assistance with completing any of the enrollment materials, please reach out to our Registrars: eps_registration@easton.k12.ma.us