Portsmouth School Department
Aspen Registration

~ Step by Step Guide ~
Stage 1: Account Creation

*How to establish an account to gain access to the workflow*

- Request an Account
- Provide Personal Information
- Set Password
- Account is created
Parent/Guardian Account Creation Process

• It is necessary for parent/guardian to have access to Aspen in order to view and complete the forms.

• If you have an existing Aspen account with a student currently in the Portsmouth district, you can skip to page 10.

• In cases of parents new to the district, this is achieved by activating the “Account Creation” district preference.

• At the completion of this process, the parent/guardian will be able to log into the Aspen portal on a Family View account.
Step 1: Request an account
Step 2: Select your Account Type

Account Type

Please choose one of the available account types below.

- I am a parent/guardian registering my child online.
  
  Choose this option if you have never created an Aspen SIS account. If you already have a child enrolled in the district or are a returning family, do NOT register for a new account. Instead email familyportal@portsmouthschoolsri.org to enable your existing account.

- I am a parent new to Aspen
  
  Choose this option if you already have students enrolled in the system, but do not yet have an Aspen account.

Click here to have the account validation email resent.

Next Step  Close
Step 3: Enter in personal information required for account; this will be used later to populate registration forms.
Step 4: Enter all information, such as email (login), password and security questions
Step 5: Submit and check your email for verification.

Confirmation

Account request processed!

Next step
A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you’ll be able to login using the email address and password you just entered.

Note: Be sure to check your spam folder if you don’t see the email right away.
Step 6: Account Created – you can now log into Aspen.

Email Validation

- Verification completed successfully!
- You can now log into Aspen using the email address and password provided during the request process.
Stage 2: Registration

- Select a School Year to Register
- Student Details
- Parent and Emergency Contact Details
- Additional Information
- Select a School Year
- Submit & Next Steps

*Parent/Guardian Completes the Required Forms and Submits Registration*
Log in to Aspen with your email address and password you used to create your account.
➢ Launch a registration from the home screen.
Step 1 - Select the school year for which you are registering.
Step 2 – Provide student information.
Step 3 – School will be assigned by PSD Registrar.
Step 4 – provide guardian information, link to existing siblings.
➢ Step 5 – Provide previous school information, and transportation needs.
Step 6 – Provide home language information.
Step 7 – Provide health and medications information.
➢ Step 8 – Provide previous Special Education information, 504 and any services.
Step 9 – If applicable, please provide music selections for incoming grades 5-6 and 7-8.
Step 10 – If applicable, please provide language selection for incoming grade 8.
Step 11 – Please upload registration, health, education and services (if applicable) documents.
Step 12 – Schedule a registration appointment, leave any final notes for Registrar, and submit registration. You must hit submit after you schedule your appointment for your registration to be complete.
➢ Step 13 – Your registration has been submitted. Your appointment will take place at the Portsmouth Central Administration office, 29 Middle Road.
For more information on the Portsmouth School Department or Registration, please visit our website.