



Attleboro Public Schools Online Registration Instructions

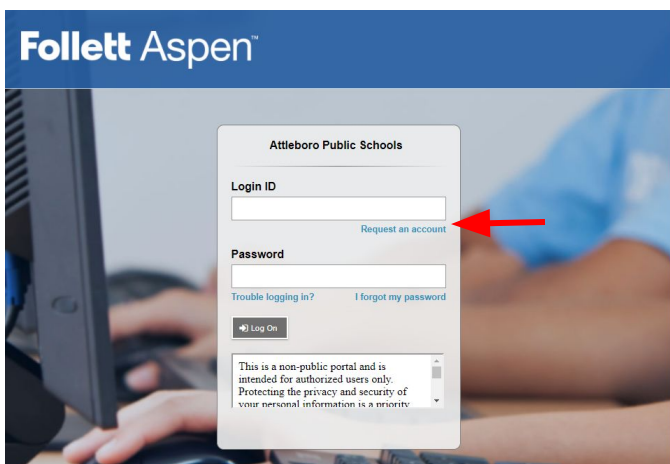
Directions for Registering a New Student

Please Follow these simple instructions:

Part 1. Create an Aspen Account (If you already created an account, please skip to Part 2)

1. Visit Aspen Website

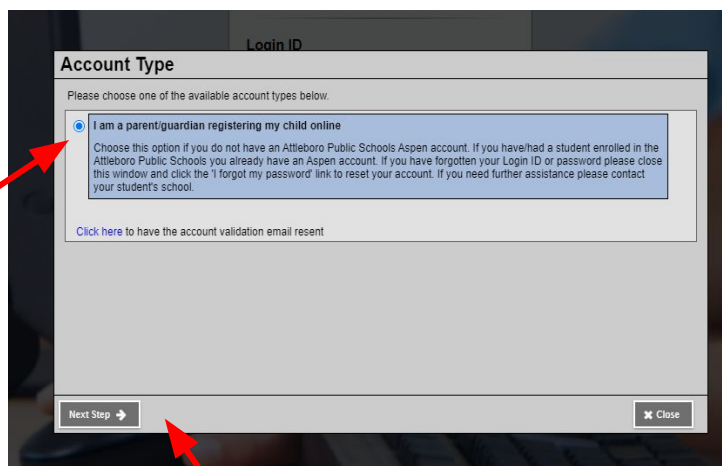
- A. Navigate to the Aspen Portal Login <https://ma-attleboro.myfollett.com/aspen/logon.d>
- B. Click on "Request an account"*. Please note that this link may not appear on mobile phones



*If you do not have access to the internet, [please click here](#) or call 508-222-0012 Ext. 10060 to make an appointment to register at one of our self-service computers.

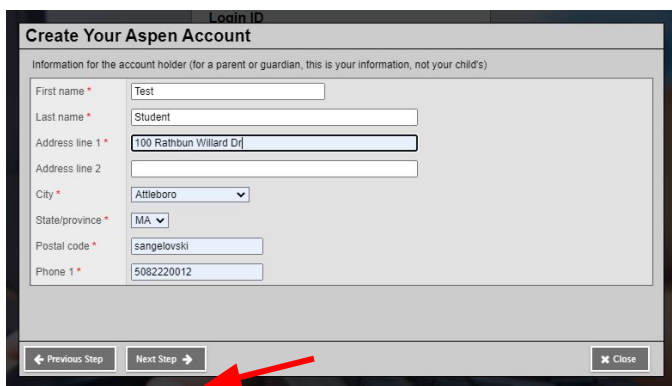
2. Account Type

- A. Choose "I am a parent/guardian registering my child online"
- B. Click "Next Step"



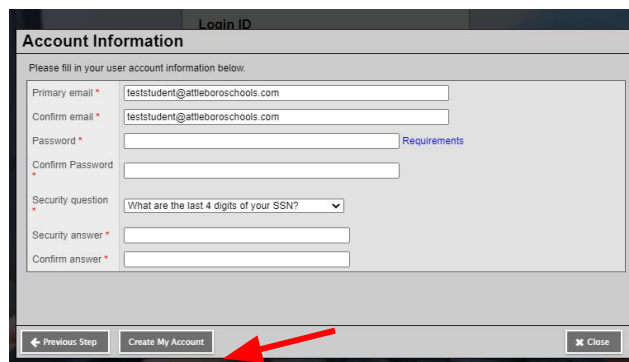
3. Create Your Aspen Account

- A. Fill in the personal information screen
- B. Click "Next Step"



4. Account Information

- A. Add your email and choose a password. Choose a security question and type in the answer. (The email you provide will be your username)
- B. Click "Create My Account"



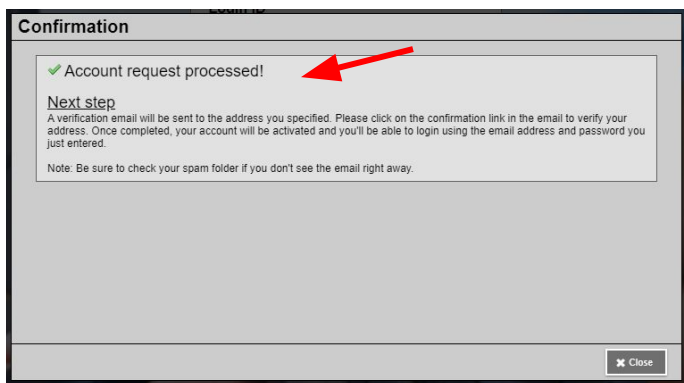


Attleboro Public Schools Online Registration Instructions

Part 1. (cont.) Create an Aspen Account (If you already created an account, please skip to Part 2)

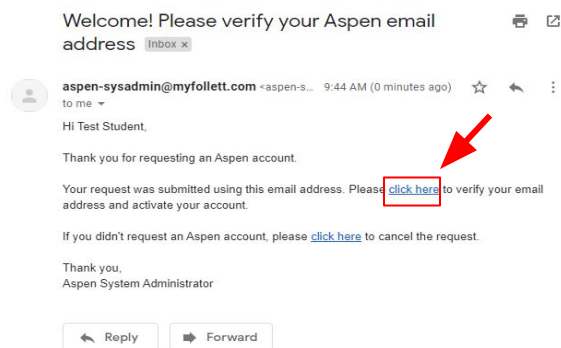
5. Confirmation

A message will appear confirming that the account request was processed. A *verification email will be sent to the email address you provided*. Be sure to check your spam folder if you don't see it right away.



6. Verify Email and Activate Account

- Navigate to your email and locate the verification email from Aspen
- Click on "Click Here" to verify your email address and activate your account.



7. Your Account Has Been Activated

Once you have clicked the link within the confirmation email, you will be redirected to the Aspen website. The screen below will appear if you have successfully verified your email. Proceed to Part 2 to continue.



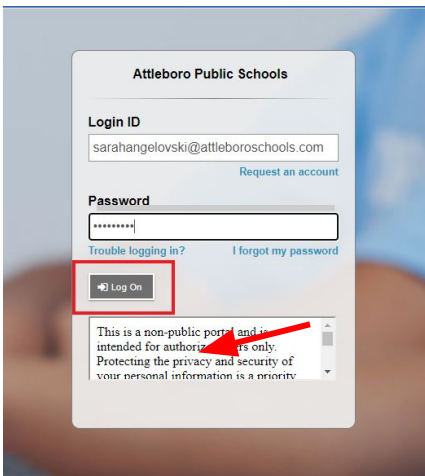


Attleboro Public Schools Online Registration Instructions

Part 2. Register a New Student (If you do not have an Aspen account, refer to Part 1 to create an account)

1. Login To Your Account

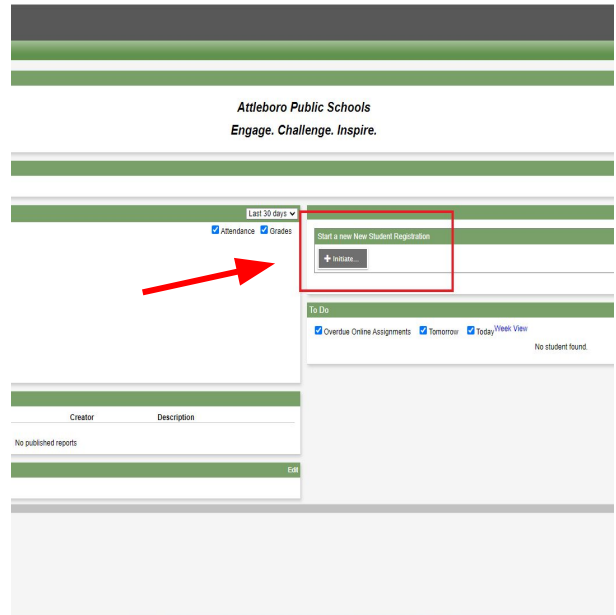
- A. Navigate to the Aspen Portal Login <https://ma-attleboro.myfollett.com/aspen/login.do>*
- B. Enter your login information. (The information you provided in part 1 will be used for your username and password.)



*If you do not have access to the internet, [please click here](#) or call 508-222-0012 Ext. 10060 to make an appointment to register at one of our self-service computers.

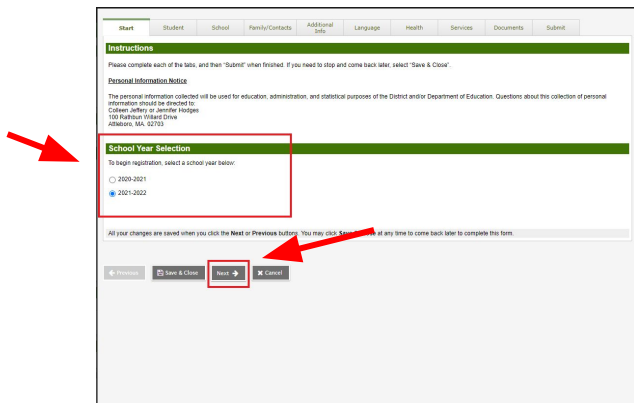
2. Initiate New Student Registration

- A. Click on the "Initiate" button. This will start the new student registration process.



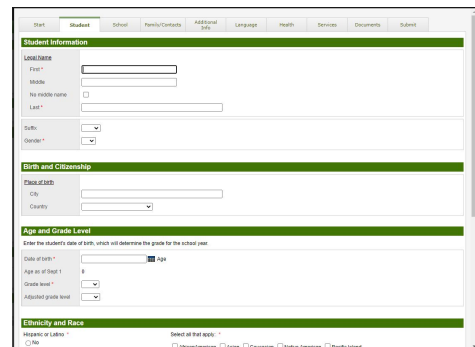
3. Select School Year

- A. Select the school year you would like to register the student for. (If you do not see your desired school year, registration is not open for that year.)
- B. Click "Next"



4. Complete Online Registration

Please complete each of the tabs, and then "Submit" when finished. You must complete each tab before moving to the next section.



If you need to stop and come back later, select "Save & Close". You may save the application at any time and return later if you wish. You can locate the registration workflow on your portal homepage where you began the workflow.

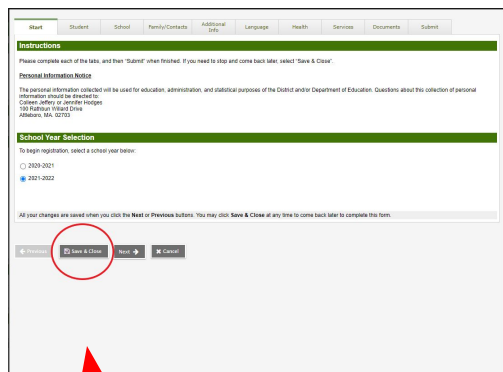


Attleboro Public Schools Online Registration Instructions

Registration Tips

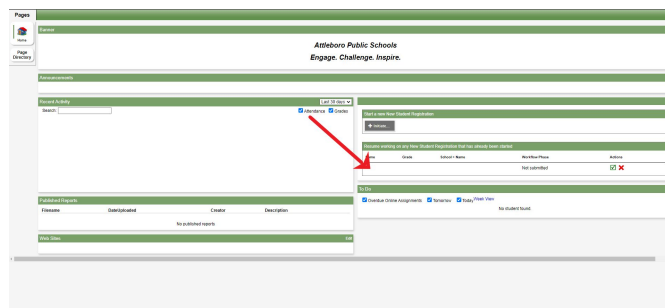
Save and Close

If you need to stop and come back later, select "Save & Close". You may save the application at any time and return later if you wish.



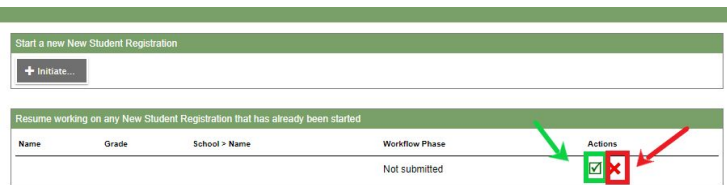
Locate Your Registration

You can locate the registration workflow on your portal homepage where you began the workflow.



Resume Your Registration

To *resume* the workflow, click the "green checkbox". To *cancel* the application, click the "red x".



Check the Status of Your Registration

The status of your registration will be listed under the title "Workflow Phase".

