



ATTLEBORO SCHOOLS ONLINE REGISTRATION INSTRUCTIONS

1. Go to the ASPEN home page for Attleboro Public Schools:
<https://ma-attleboro.myfollett.com/aspen/logon.do>
2. Click on **"Request an account"**. Please note that this link may not appear on mobile phones
3. Choose **"I am a parent/guardian registering my child online"** - Click Next Step
4. Fill in the personal information screen – Click Next Step
5. On the account screen, add your email and choose a password. Choose a security question and type in the answer.
6. Click **"Create My Account"**. 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.
7. To verify your 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.
8. In order for your account to be activated, a District Administrator must approve your request and enable your account.

Once your account has been enabled by an administrator, you will receive a second email. Choose **"Click Here"** to log into Aspen. Use your email address as the username and password that you created in Step 5.

9. Click **"Initiate"** under the heading **"Start a new Online Registration"**.

Please note: You must complete each tab before moving to the next section. 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.

For families that do not have access to the internet, please call 508-222-0012 Ext. 1159 to make an appointment to register at one of our self-service computers.