

# ASPEN - QUICK TIPS LOG ON TO THE SYSTEM & SETTING UP PASSWORD RE-SET SELF SERVICE

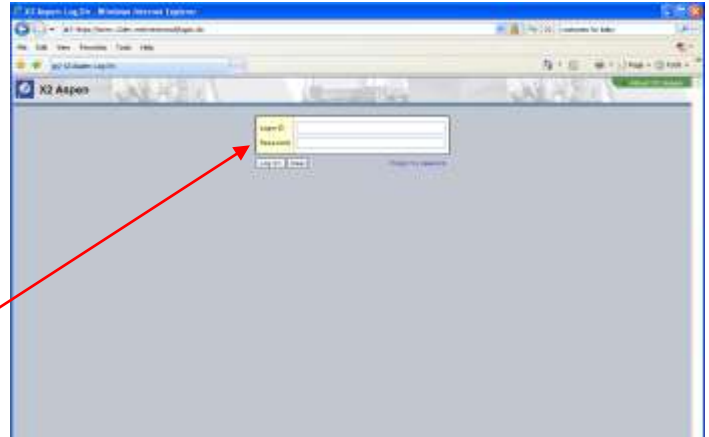
{ YOUR SCREEN MAY LOOK SLIGHTLY DIFFERENT FROM THESE IMAGES }

## LOGGING IN

The link to the Aspen log in page is:  
<https://ma-westwood.myfollett.com>

You can use this link from school, home, or from any computer with an internet connection.

Here you will enter your Login ID and your password (it is case-sensitive), and then click on the *Log On* button.



You will see a red box pop up telling you to create a new password.



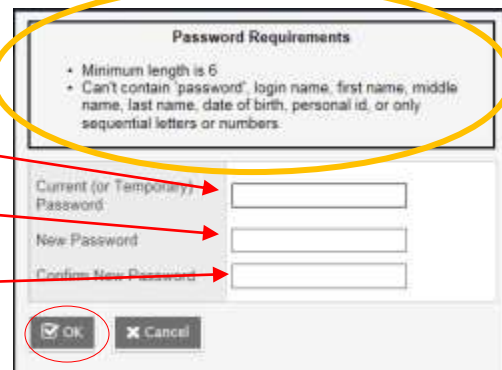
Click OK.

Then enter your current password, which is the temporary one you have just used.

Enter a new password of your choosing. (Be sure to follow the password requirements.)

Re-enter the new password.

Click OK

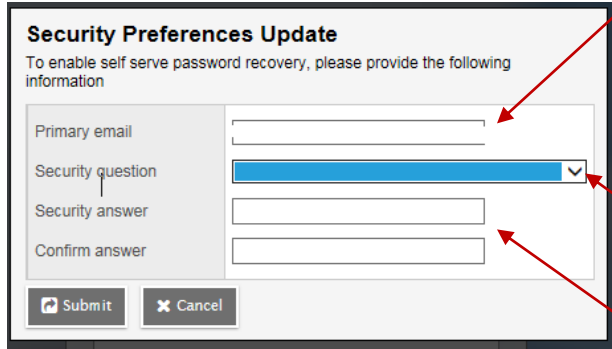


\* Please Note: Passwords in Aspen are case sensitive; which means that **G** and **g** are different letters. Also, while **O** and **o** are letters, **0** is a number.

## SETTING UP PASSWORD RE-SET SELF SERVICE

Aspen has a feature that allows users to change their own password and also have a temporary password automatically generated and e-mailed to you if you forget your password. No need to go through tech support and have to wait.

- As soon as you change your password, you will be asked to set up a security question.



You will see your primary e-mail listed. This is the only e-mail that the system will send a temporary password to. (note: The system is case-sensitive so you may want to make sure your e-mail is showing in all lower case letters.)

Select a security question from the drop down arrow.


Provide an answer.

Confirm that answer.

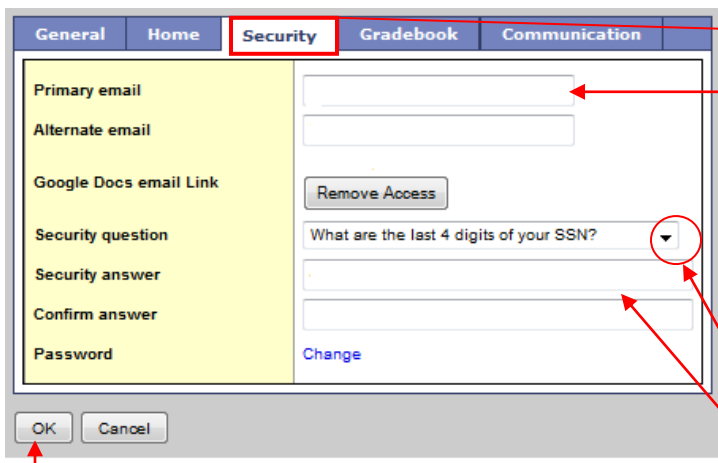
x

You are now logged on to Aspen and you will automatically be on the Home Page.

If you ever want to change your Security preferences, follow these steps:

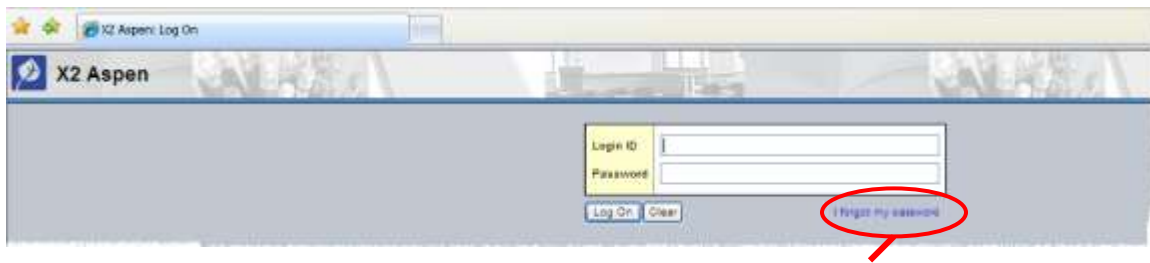


- You need to select *Set Preferences*, near the top, right corner of your screen.
- A dialog box will appear on the screen.

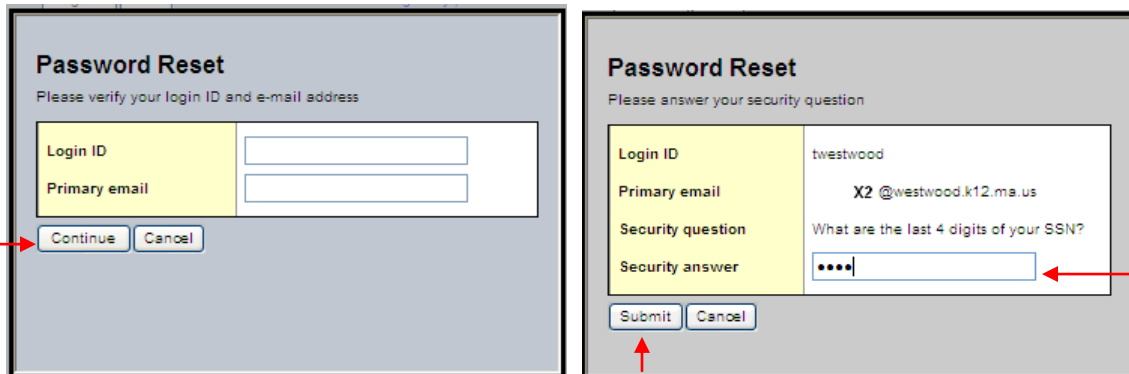


- Now click on the *Security* tab.
- Fill in your primary e-mail, which is the address you want all school communication to go to.
- You may enter an alt. e-mail, if you wish. This could be any other e-mail address you have.
- Disregard the Google Docs email Link.
- Pick a security question from the drop-down menu.
- Type in the answer your question.
- Click OK. The system will ask for your password again, to confirm your identity.

If you ever forget your password, simply click on the “I forgot my password” link on the Login page.



When you click that link, a dialog box will appear asking for your Login ID and the e-mail address, that you entered earlier. After entering those fields, click the *Continue* button.



Next you will see a dialog box that will ask you your security question. Answer the question and click the *Submit* button.

In a few moments you will receive an e-mail that will give you a temporary password. Use that password to log into the system. You will be immediately asked to change your password from the temporary one you just used to a new password of your choice.

Additional directions and helpful tips can be found at the Self-Help website. It is linked in the Announcements banner when you first log into Aspen. Just look for the big, red HELP button.



### Aspen Help & Support

Self-Help web page:

Find Quick "HOW TOs" or Students in Westwood.

Here are some additional reference

- [Aspen instructional Videos](#)
- [Aspen Quick Reference Docs](#)