

At this time we support using the following Browsers: Internet Explorer 7.0 and higher, Firefox, & Chrome

## ASPEN - QUICK TIPS LOG ON TO THE SYSTEM

**NOTE:** The pictures in this help document may differ slightly from what you see on your screen.

### LOGGING IN

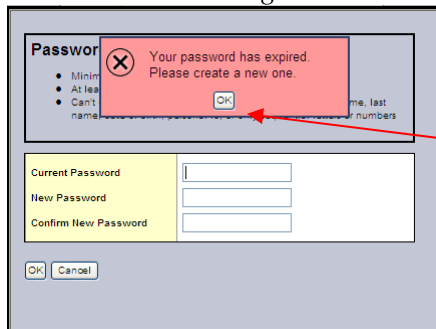
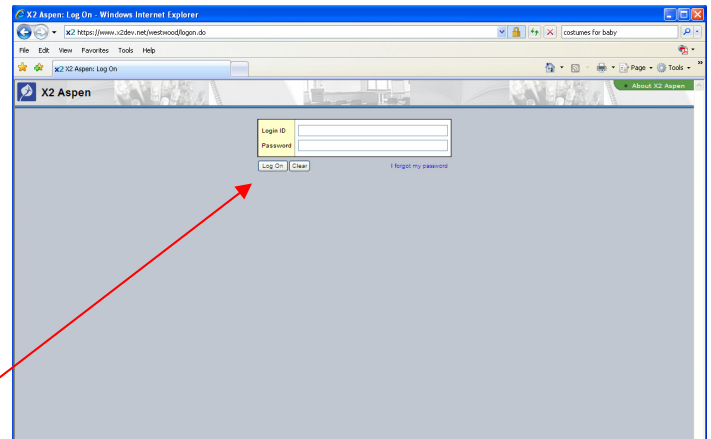
\*First – You **MUST** allow Pop-Ups on your computer. See the separate handout “Browser Settings”

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 default password (it is case-sensitive), and then click on the *Log On* button.



As soon as you Log on, you will see a message that says your password has expired.

Click on the *Ok* button.

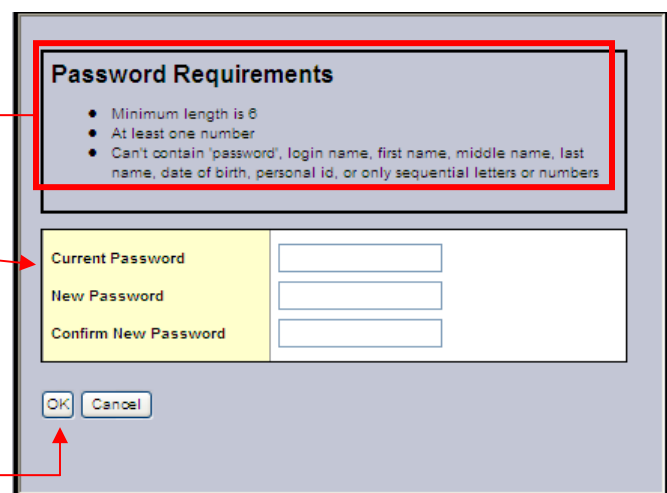
Now you can set up a password of your choice, as long as it meets the Password Requirements.

Current password is your default password you just used.

Enter your new password (remember this is CASE sensitive)

Enter you new password again to confirm it.

Click Ok.



# INITIAL HOME PAGE/PREFERENCES SET UP

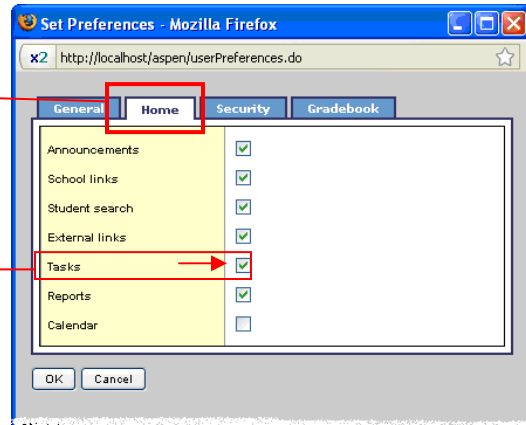
Everybody will log on to Aspen and will automatically be on the Home Page.



Everybody will need to select *Set Preferences*, near the top, right corner of your screen.

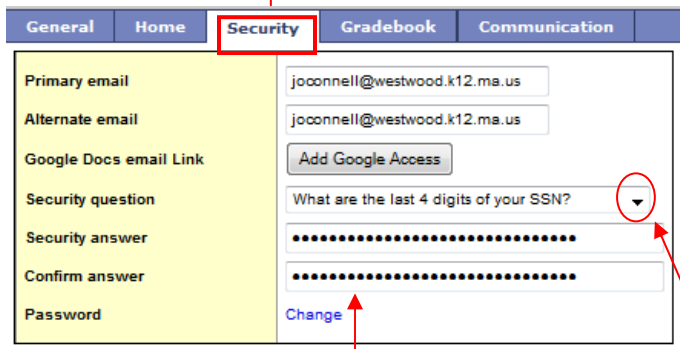
Select the *Home* tab

Then check the *Tasks* check box, if it is not check already.



Now click on the *Security* tab.

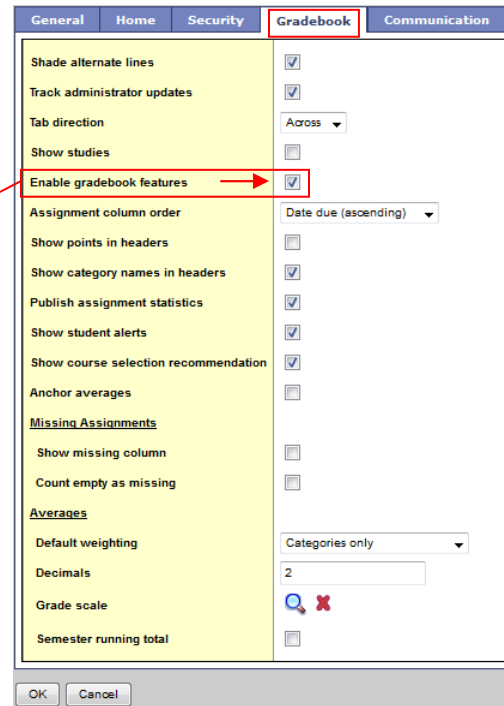
This section enables the password self-service. If you ever forget your password, you can click on the Forget Password link on the login page and follow the prompts to get a new password.



1. Fill in your primary e-mail, which is your school provided westwood.k12.ma.us address (may already be filled in but proof read it to be sure it is correct).
2. You may enter an alt. e-mail, if you wish. This could be any other e-mail address you have.
3. Click to "Add Google Access" and follow the instructions that come up on screen to link it to your westwood.k12.ma.us e-mail.
4. Pick a security question from the drop-down menu.
5. Answer your question and then confirm it.

**CLASSROOM TEACHERS only:** Next click on the *Gradebook Tab*. Make sure *Enable gradebook features* is **checked**.

You should look over the rest of the preferences on this tab and set them to your preference.



**\* Everybody:**

When done, click OK. The system will ask for your password again, to confirm your identity

Additional directions can be found in the Announcements banner at the top of the page when you first log into Aspen. There are links to Videos and our Quick Tip instructions.

#### Aspen Announcements

- **Aspen Help & Support**
  - [What is new in Aspen!](#) {as of October 2013}
  - [Visit the Westwood support self-help web site for quick instructions for the most common tasks for teachers and staff!](#)

Additional reference materials provided by Aspen:

[Training Videos, Tutorials and Quick Reference Cards](#)

**Find Resources!** You now have shared resources in Aspen. We have added links to all of our tutorials, quick tips, and videos. Go to the Planner Top Tab and click on "My Resources". and select Aspen Self Help,

- For any problems with your Aspen account, please e-mail WPS Aspen Support at: [aspen@westwood.k12.ma.us](mailto:aspen@westwood.k12.ma.us)