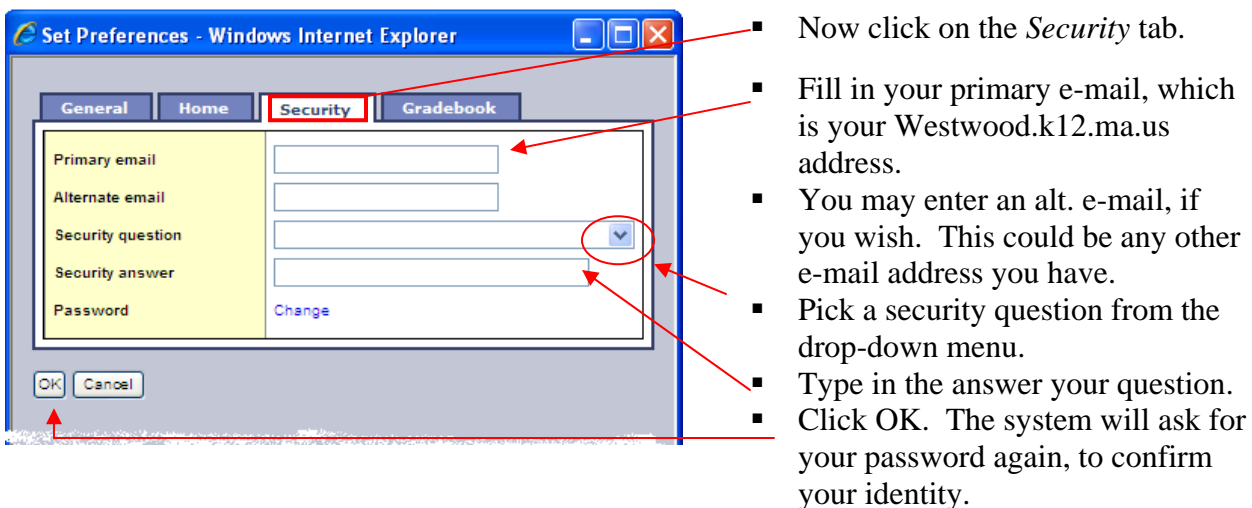
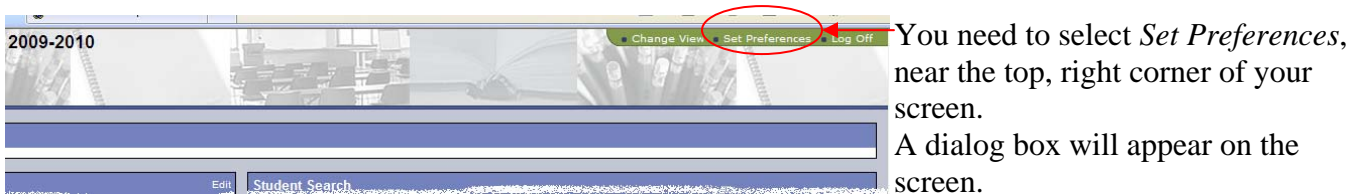


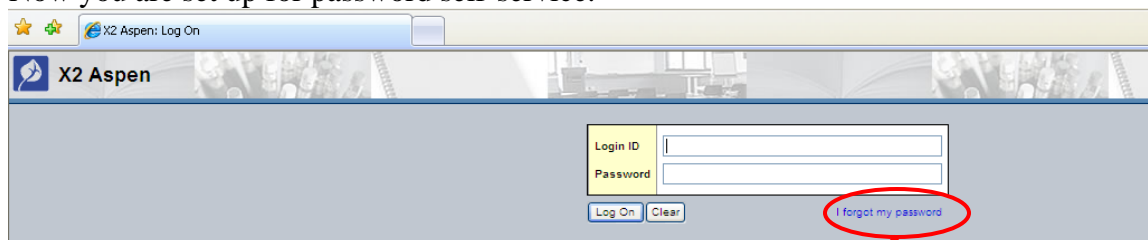
## X2 - QUICK TIPS SETTING UP PASSWORD RE-SET SELF SERVICE

X2 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.

Log on to Aspen and you will automatically be on the Home Page.



Now you are set up for password self-service.



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 your primary e-mail, which should be your westwood.k12.ma.us address you entered earlier. After entering those fields, click the *Continue* button.

**Password Reset**  
Please verify your login ID and e-mail address

Login ID	<input type="text"/>
Primary email	<input type="text"/>

**Password Reset**  
Please answer your security question

Login ID	twestwood
Primary email	jcoonnell@westwood.k12.ma.us
Security question	What are the last 4 digits of your SSN?
Security answer	<input type="password" value="...."/>

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.

\* Please Note: Passwords in X2 are case sensitive; which means that **G** and **g** are different letters. Also, while **O** and **o** are letters, **0** is a number.