

STAFF INFO UPDATE

Instructions for changing your address, phone, & e-mail contact information

- On your 'Home' page in Aspen go to the Tasks widget and click on the initiate button. (Note: your screen may look different from this graphic.)

Aspen Announcements Edit

- May 30, 2014: Aspen has been updated. Press F5 to update your browser.
- **Aspen Help & Support**
 - **What is new in Aspen!** (as of October 2013)
 - **Visit the Westwood support self-help web site!**
Here are some additional reference materials provided by Aspen
 - [Aspen instructional Videos](#)
 - [Aspen Quick Reference Docs](#)
- For any questions about Aspen or problems with your account, please e-mail WPS Aspen Support at: aspen@westwood.k12.ma.us

Aspen Info Category All Month Current New Entry

Tasks Edit

Open Tasks ▼ Initiate...

- The workflow dialog box will appear on your screen. Click the dropdown arrow for the workflow and choose *Staff Info Update*.
- Next click on the magnifying glass & choose your name and click *OK*.
- Click *Next*

Aspen: Initiate Workflow - Mozilla Firefox

https://ma-westwood.myfollett.com/aspen/initiateWorkflow0.do

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow	Staff Info Update
Date	6/4/2014
Staff	

< Back Next > Finish Cancel

- On the next screen you can edit/add your address, e-mail, & phone information.

NOTE: this screen will appear as a shorter box so you will have to scroll down to see all the fields.

- Please read the instructions in the blue boxes above each section for specific instructions.

- When finished click *Next* in the bottom left corner of the dialog box.

- Then click *Finish* in the bottom right of the dialog box.

Please note that you will not see the changes instantly, there is a bit of human interaction needed by an Aspen administrator to post the data to your record. You will normally see the changes within a day.