

Process for Parents to Verify and Update Email Address for Aspen functions to contact Parents

Login to Parent portal

- 1) Click "Set Preferences" upper right menu bar
- 2) Click "Security" tab on set preferences window
- 3) Enter primary email address **all lower case**
- 4) Enter optional alternative email address
- 5) Chose a security question to use for resetting your password if forgotten in the future from drop down
- 6) Enter security answer and confirm security answer
- 7) Click OK
- 8) Enter Password

1) Click "Set Preferences"

- Parents - please only submit your emergency card update once. You will not see the changes you submit until the office has reviewed the changes and posted them to your child's record

2) Click Security

Announcements

Set Preferences - Mozilla Firefox

Primary email

Alternate email

Security question

Security answer

Confirm answer

Password

What are the last 4 digits of your SSN?

What city did your father grow up in?

What city did your mother grow up in?

What city were you born in?

What is your father's middle name?

What is your favorite vacation spot?

What is your mother's maiden name?

Who is your favorite actor, musician, or artist?

Who is your favorite athlete?

Who is your favorite author?

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Survey

Title	Start Date	End Date	Status
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Calendar



S	M	T
4	5	6
11	12	13
18	19	20
25	26	27

Set Preferences - Mozilla Firefox

Primary email

Alternate email

Security question

Security answer

Confirm answer

Password

Who is your favorite actor, musician, or artist?

Change

OK

Cancel

6) Enter security answer and confirm security answer

7) Click OK

Set Preferences - Mozilla Firefox

Confirm Identity - Mozilla Firefox

Current password

Save

Cancel

OK

8) Enter Password

9) Click Save