



Updating your Family Account in Aspen:

The Marshfield Public Schools will now be using workflows in the Aspen Family portal to complete the "back to school" emergency contact forms that have traditionally been done on paper. Parents/guardians will need to use their Family accounts (not Student accounts) to complete the "Student Information Update" workflow for each student, and the "Parent Information Update" workflow for themselves. Family account information was emailed to parents and guardians over the summer but is also included at the end of this email. If you are unable to log in, please contact aspen@mpsd.org.

We appreciate your prompt attention to this important matter in the interest of the safety and security of our students.

Instructions for completing the information update workflows can be found here: <https://bit.ly/2NGfedW>

MPSD Aspen Portal address: <https://aspen.mpsd.org>

Username: mouse.mother.fam

Password: AGCY386expo

** If the Password field above is blank, it means our records indicate that you have already chosen a personal password. If you do not know the password, please email us at aspen@mpsd.org to have the password re-set.

Creating an Aspen Account:

The Marshfield Public School District uses Aspen, a secure, web-based Student Information System which provides a variety of tools for students, parents, and staff. A Family account is provided for each parent/guardian and allows you to access information for all your children through a single account. The features and information available in Aspen will be different depending on the student's school level. Some features of Aspen are only accessible through Family accounts, although students in grades 6-12 also have their own Student accounts.

**** Please note that no schedule or teacher information will be available in Aspen until after noon on Friday, August 16th.****

MPSD Aspen Portal address: <https://aspen.mpsd.org>

Username: {loginName}

Password: {generatedPassword}

**** If the Password field above is blank, it means our records indicate that you have already chosen a personal password. If you do not know the password, please email us at aspen@mpsd.org to have the password re-set.**

After logging in to Aspen, you can click your name in the upper right corner of the screen to access the Set Preferences area. From there, click the Security tab to verify your email address and set up a security question/answer. This will enable you to use the self-service password recovery feature if you should ever forget your password. You may also change your password from the Set Preferences area.

If you need technical assistance with Aspen, please contact aspen@mpsd.org.