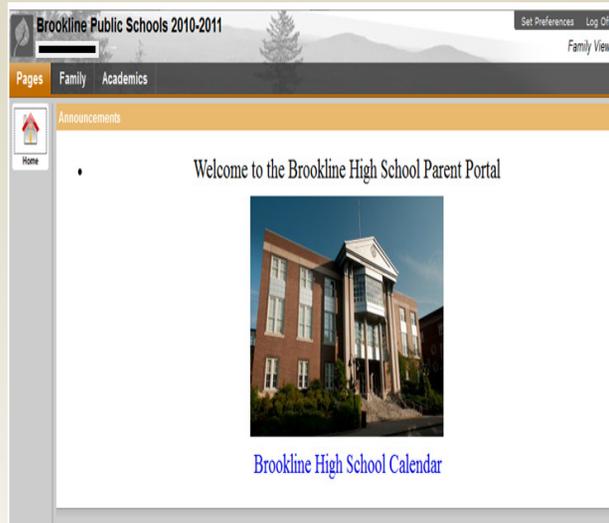


How do I use Aspen?

After you log in you will be in your portal home page, with three tabs across the top to access the three areas of the portal.



After you click a tab, side-tabs appear on the left side of the page. Click the side-tabs to view detailed information.

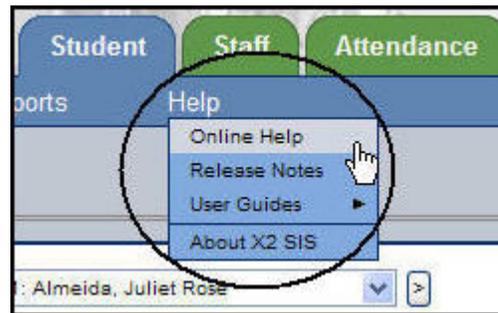
| Click this tab... | To view your child's... |
|-------------------|--|
| Pages | <ul style="list-style-type: none"> • Summary of recent activity • Calendar • Links to school websites |

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| Click this tab... | To view your child's... |
|-------------------|--|
| Family | <ul style="list-style-type: none"> • Daily attendance • Schedule • Grades |
| Academics | <ul style="list-style-type: none"> • Detailed information about the courses taken • Class attendance |

What if I need more help with Aspen?

Aspen is easy to navigate. The data is secure and view-only. Feel free to explore. If you have a question about how to do something, go to the **Help** menu for the following options:



- **Online Help:** Click to open online help, then click **Using the Student and Family Portal**. A table of contents, index, and search feature make it easy to find the information you need.
- **User Guides:** Click to open, download, and print a PDF version of *Using the Family Portal*.
 - If you still have questions, contact the Dean's office

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Getting Started with the Aspen Family Portal



What is Aspen?

Aspen is a secure, Web-based school information management system produced by X2 Development Corporation for school districts. The system manages all facets of student data – including attendance, schedules, and grades.

The Public School of Brookline have been using Aspen since 2008 as their student information system. We are now implementing the Family Portal so parents, teachers, and administrators can work together and communicate more effectively and efficiently.

What information can I access through Aspen?

You, as a parent/guardian, can use one login to securely access the information for all of your children from just about anywhere. With Aspen, you can access:

- **Academic information:** Spot red flags early with real-time access to your child's academic information and be confident knowing you are receiving important documents like progress reports and report cards.
- **Attendance**
- **Family contact and emergency information**
- **Calendar**
- **Links to school-related websites**

Is my child's information secure?

Aspen protects your student's information with the same advanced technology your bank uses to protect your financial accounts. Rest assured that all Aspen users only have access to information they need, and nothing more. We have carefully configured the system to ensure that your student's information is confidential and can only be retrieved by you – the parent/guardian – and authorized school personnel.

You can only view, not edit your child's demographic data. If you find that it is outdated or incorrect, notify BHS to correct any errors.

How do I access the system?

You can log on to Aspen's Family Portal from any computer that connects to the Internet. This lets you access the system from anywhere – your home and your office.

1. Open your browser to connect to the Internet.
2. Go to <https://sis.brookline.k12.ma.us/x2sis>
3. Enter your **Login ID** and **Password**.

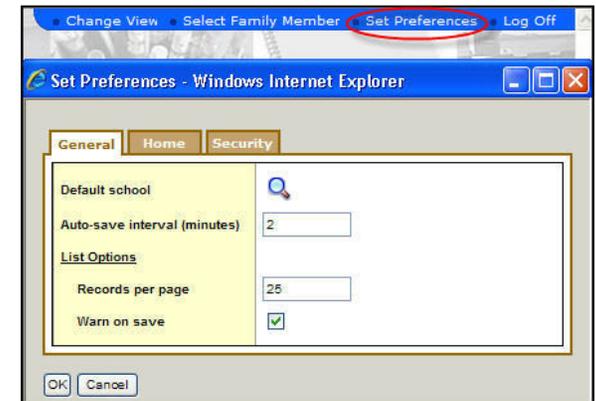
I lost my Login ID or password; or I never received them.

If you lost your Login ID or password, or if you never received them, contact the Dean's office.



How do I change my password or email address?

From any page, click **Set Preferences** in the upper-right corner of the screen.



Here you can set several of your user preferences, including:

- Password
- Email address
- Appearance of your Home page