

# Getting started with Aspen

Go to: <http://www.amesburyma.gov/aspen>

Enter your **Login ID** and **Password**

Aspen organizes our student data into (top) **Tabs** !



And **Side Tabs**!  
(along the left)

Students	<i>Click this (top) tab...</i>	<i>To view your child's...</i>
Details	<b>Pages tab</b>	Dedicated to informing you of: <ul style="list-style-type: none"> <li>• Important Announcements</li> <li>• Recent Activity (attendance record, assignment grade, term grade postings)</li> <li>• A handy calendar to view</li> <li>• Task pane (to initiate a contact verification process)</li> </ul>
Contacts		
Daily Attendance		
Transcript	<b>Family tab</b>	<ul style="list-style-type: none"> <li>• Demographics (details), address, activities, ethnicity, photo</li> <li>• Contact names and phone numbers</li> <li>• Daily attendance</li> <li>• Transcripts and course information</li> <li>• Assessments, such as SAT and state-mandated test scores</li> <li>• Current class schedule</li> <li>• Documents</li> <li>• Notifications (Subscription option for email notifications)</li> </ul>
Assessments		
Schedule		
Documents	<b>Academics tab</b>	<ul style="list-style-type: none"> <li>• current schedule</li> <li>• grades</li> <li>• assignments</li> <li>• class attendance</li> </ul>
Notification		

## Want detailed instructions for Aspen Navigation?

Click on the **Help** menu found in the Academics or Family tab

Here, you will find access to online help, and a complete user guide you can download.

More help, specific to Amesbury, at <http://www.amesburyma.gov/aspensupport>

(over)