

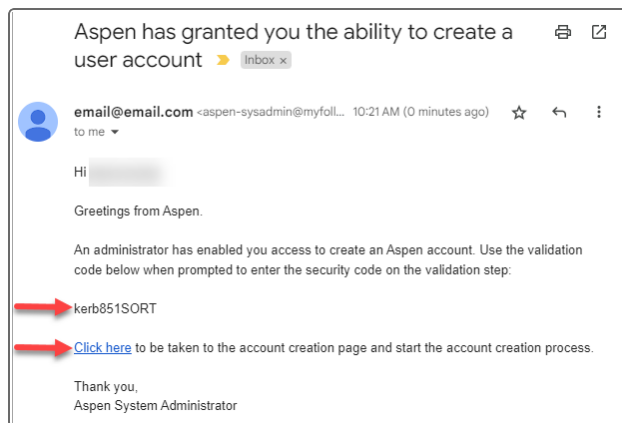
Create an Aspen account with an email link

Most districts send an email to new users with a link and validation code to set up an account. If you do not receive the email, ask your school registrar if you have been given Family portal access, and confirm they have your correct email address.

Note:

- Your/your child's school manages your Aspen user account. If you can't log in, contact your school. (Follett doesn't manage user accounts and can't help with system access.)

- The email looks similar to the one below, with a validation code and a link. Click the link:



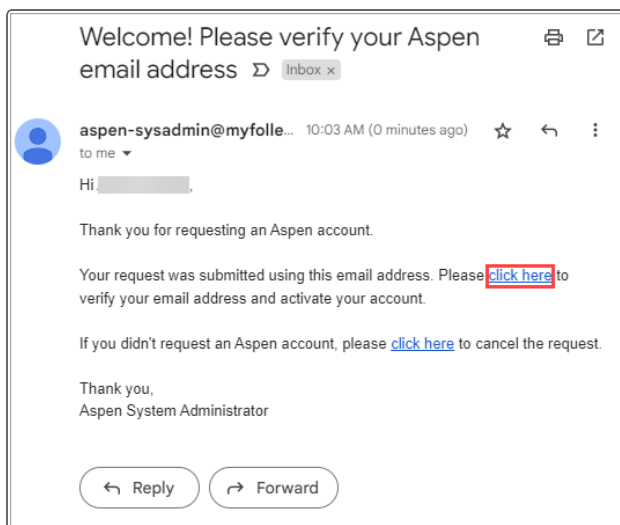
- The Validation Information pop-up appears. Enter the validation code from the email, your last name, and phone number. Then click **Next Step**.

- On this page, enter your name and address. Then click **Next Step**.

4. Enter your email address, password, and a security question/answer. (If the email address you enter is already associated with an Aspen user, Aspen will *not* create an account.) Click **Create My Account**.

5. The final page confirms your request is being processed, and you will receive a verification email soon. Click **Close**.

6. Log into your email account, and find the verification email. Click the link to activate your Aspen account.



7. The Email Validation screen confirms your Aspen account is now active. Click **Close**.
8. Your district will provide a URL for Aspen in your district. You can log in using your email account and password.