

Aspen Student Portal ~ Log-on Directions

The screenshot shows a login form with two input fields. The first field is labeled "Login ID" and contains the text "12345678". The second field is labeled "Password" and contains a series of asterisks "*****". Below the password field is a link that says "I forgot my password". At the bottom of the form is a button labeled "Log On".

Your Login ID is your Student Identification Number (8 digits) **(See example)**
Your generic password is quincy123. You will be prompted to change your password after logging on. Your new password should be at least one UPPER CASE LETTER and at least ONE NUMBER. Minimum of 6 digits. The password will be encrypted for security reasons. The example is showing the encrypted password.

The screenshot shows the "Set Preferences" page in a web browser. At the top right, there is a "Set Preferences" tab. Below the navigation menu, there is a "Security Tab" section. The "Security Tab" contains the following fields:

- Primary email: [text input field]
- Alternate email: [text input field]
- Security question: [dropdown menu with "What are the last 4 digits of your SSN?" selected]
- Security answer: [password input field]
- Confirm answer: [password input field]
- Password: [text input field with "Change" button]

At the bottom of the "Security Tab" are "OK" and "Cancel" buttons. Below the "Set Preferences" window, there are "Open Tasks" and "Initiate..." buttons.

Click on Set Preferences Tab

After logging on to Aspen, click on **Set Preferences Tab** up at the TOP right hand corner of the page. Click on the **Security Tab**. Enter your primary and alternate email address. Answer one of the *security questions* in the drop down menu. By answering the security question, if you forget your password it will be emailed back to you.



Student Portal Locker

Students can upload and save files in the virtual locker. For example, from your home computer, you might upload an English essay, or a spreadsheet you created for Math class. Then, when you arrive at school, you can access your file from any computer. A list of files you uploaded appears.

To upload a new file:

1. Enter a name for the file, so that you know what it is when you look in your online locker.
2. Click the Locker tab.
3. On the Options menu, click Add. The New Folder/File page appears.
4. Type a Name for the file.
5. Click Upload , then click Browse to find the file on your computer. Select the file, and click ***Import***
6. Click **Save**.

To download a file from your locker:

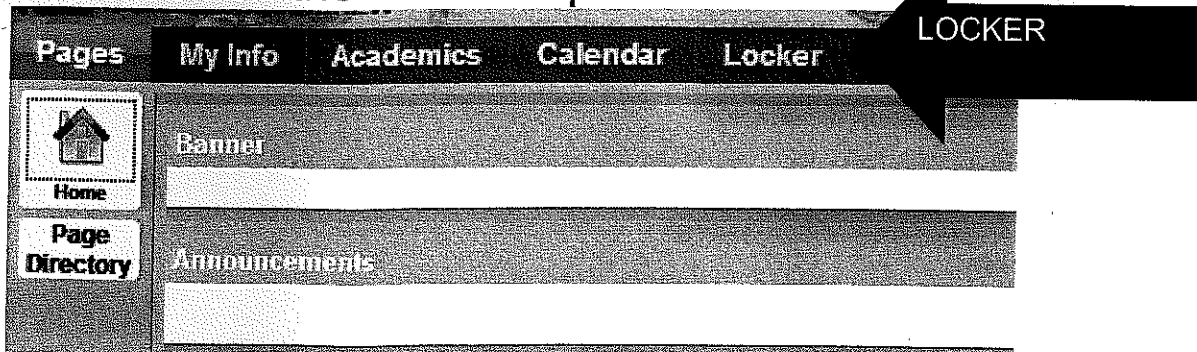
1. Click the Locker tab.
2. Click the file name.
3. Click Download , and choose a location on your computer to save the file.

To delete a file from your locker:

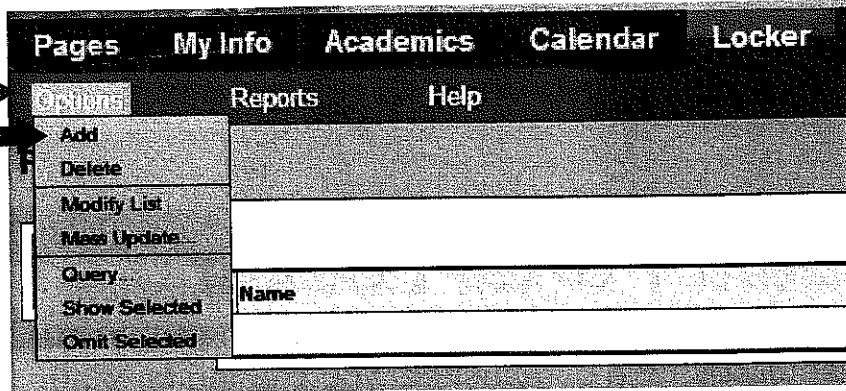
1. Click the Locker tab.
2. Select the checkbox next to the name of the file you want to delete.
3. On the Options menu, click Delete.

How to upload a file into your Locker:

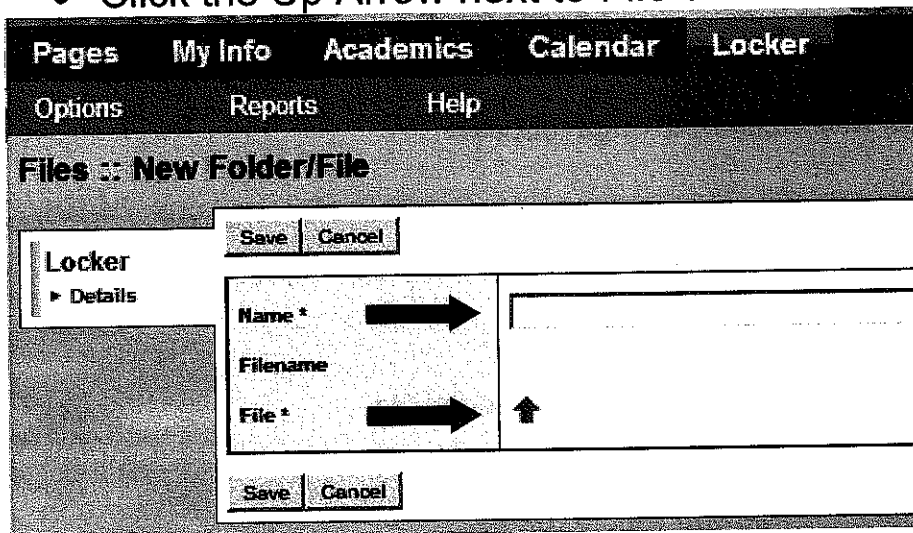
- Click on the Locker top tab



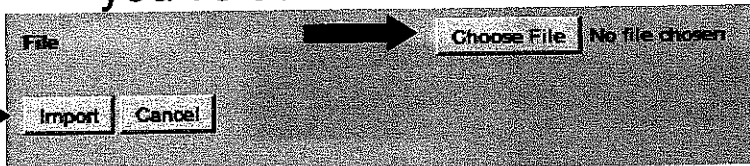
- Then click Options....Add



- Type the Name* you want to call the file you wish to upload.
- Click the Up Arrow next to File*.



- A new window will appear and click Choose File to search your computer for the file you wish to upload to the Locker. Once you've selected the file and clicked Open, Press Import



- Now press Save

