

How to Log into Aspen and Set your preferences

1. To get to Aspen go to <http://aspen.quincypublicschools.com/aspen/logon.do>



2. Enter your Login ID and Password, then click “Log On”
3. Once you are logged in to set your preferences for the first time click on “Set Preferences” in the upper right side of the screen.
4. Then click on the “Security Tab,” Enter your primary and alternate email address. Answer one of the security questions in the drop down menu and click OK. By answering the security question, if you forget your password it will be emailed back to you.

