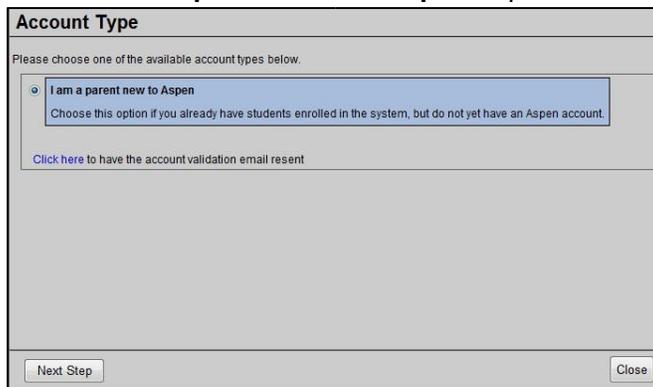# How to Create an Account in the Aspen Family Portal

1. Use any internet browser and go to the division website, yorkcountyschools.org, or the school's website, and click on the Aspen Family Portal link.

2. Click the "**Request an Account**" link on the login screen.

3. Select the "**I am a parent new to Aspen**" option and click **Next**.

4. Enter the security code that you were given in a letter from your child's school. This security code is unique and can only be used once. Enter your last name as it appears on the letter and your telephone number click **Next**. Telephone numbers must be formatted as xxx-xxx-xxxx.
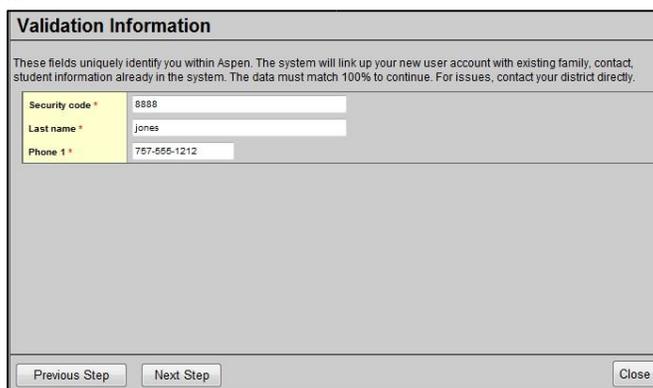
5. Enter your personal email address. **Your email address will become your login ID.** Choose a password and a security question. The security question will be used to reset your account in case you forget your password. Click "**Create My Account**".

Account Information

Please fill in your user account information below.

Primary email *	parent@me.net
Confirm email *	parent@me.net
Password *	••••••••	Requirements
Confirm *	••••••••
Security question *	Who is your favorite actor, musician, or artist? ▼
Security answer *	••••
Confirm answer *	••••

Previous Step | Create My Account | Close

6. Click "**Close**" on the **Confirmation** screen. You will receive an email to verify your request. Please follow the instructions within the email.

Confirmation

✔ Account request processed!

Next step

A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account information will be reviewed by an administrator. If accepted, you will be notified by email when your account has been activated.

Close