

How to Create an Account in the Aspen Family Portal

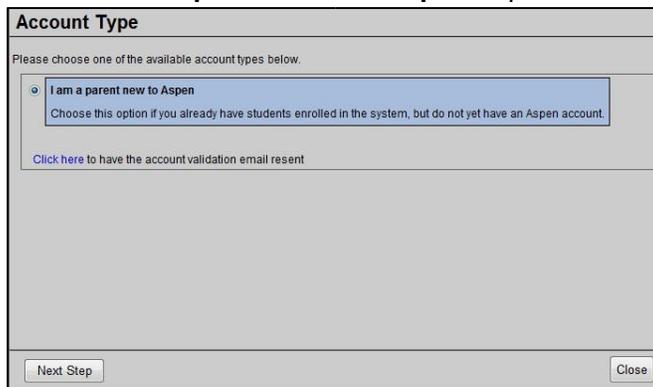
1. Use any internet browser and go to the division website, yorkcountyschools.org, or the school's website, and click on the Aspen Family Portal link.
2. Click the "Request an Account" link on the login screen.



Login ID
[text input]
[Request an account](#)

Password
[text input]
[I forgot my password](#)

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



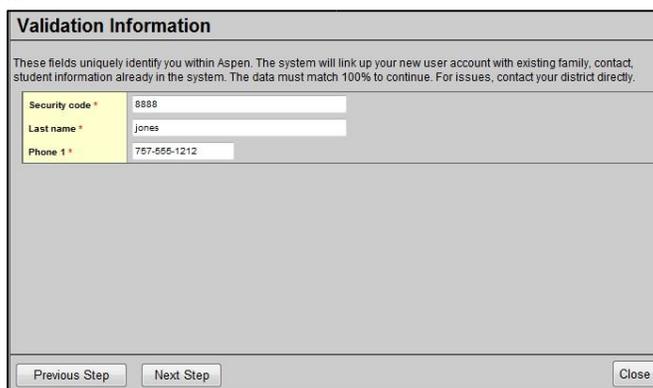
Account Type

Please choose one of the available account types below.

I am a parent new to Aspen
Choose this option if you already have students enrolled in the system, but do not yet have an Aspen account.

[Click here](#) to have the account validation email resent

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.



Validation Information

These fields uniquely identify you within Aspen. The system will link up your new user account with existing family, contact, student information already in the system. The data must match 100% to continue. For issues, contact your district directly.

Security code *	8888
Last name *	jones
Phone 1 *	757-555-1212

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”**.

The screenshot shows a web form titled "Account Information" with the instruction "Please fill in your user account information below." The form contains several fields: "Primary email" with the value "parent@me.net", "Confirm email" with the value "parent@me.net", "Password" and "Confirm" fields both containing seven asterisks, and a "Security question" dropdown menu with the text "Who is your favorite actor, musician, or artist?". Below the dropdown is a "Security answer" field with four asterisks and a "Confirm answer" field with four asterisks. At the bottom of the form are three buttons: "Previous Step", "Create My Account", and "Close".

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

The screenshot shows a confirmation screen titled "Confirmation" with a green checkmark icon and the text "Account request processed!". Below this is a section titled "Next step" with the following text: "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." At the bottom right of the screen is a "Close" button.