Initiating Your Aspen Student Portal Account

Please use the instructions below to access the Aspen Student Portal for the first time and to initiate your full Aspen account access.

Open your browser to connect to the Internet.
Enter your Username (Google Login) and Password (student ID).

Your Home page will then appear.

You will have a limited view in Aspen until you initiate full account activation.
To do so, navigate to the TASKS pane at the bottom right of your home page and click on INITIATE.

A window will then open for you to begin step 1 of the process. Ensure that Student Acceptance Usage Policy and Annual Forms is selected in the Workflow field.

Click on the magnifying glass in the Student field to bring up a new window to select your name and click OK.

Click Next in the original window.
You will then be brought to step 2 of the process.

There are links to access the Acceptable Use Policy, Student/Parent Handbooks, and Code of Student Conduct on the district website.

To accept that you have been given electronic access to the documents, you will click the box provided and click NEXT.

You will then be brought to a confirmation page.

Click FINISH to complete your account initiation.

The window will close and you will be brought back to your home page on the portal.
(If you click FINISH without checking the box on the previous page, you will receive an error.)

You should receive an email shortly after to confirm your submission.

Click LOG OFF in the upper right corner of your home page.

You will not have full access to the Aspen portal until your account activation has been completed and you have received a SECOND email confirmation. This process can take up to an hour. After you receive your second confirmation email, you can log back into Aspen to enjoy the additional features.