

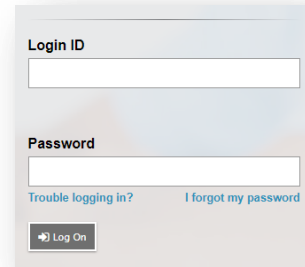
# Initiating Your Aspen Student Portal Account

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.

Go to <https://nj-bernards.myfollett.com>.

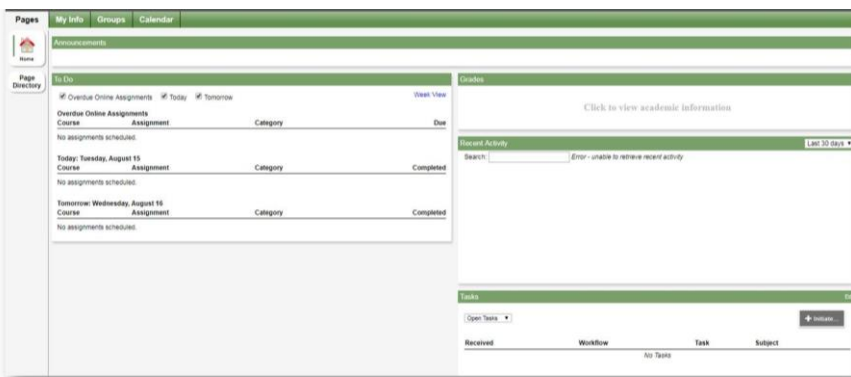
Enter your Username (Google Login) and Password (student ID).



Login ID

Password

[Trouble logging in?](#) [I forgot my password](#)



Pages: My Info, Groups, Calendar

Announcements

To Do

Course	Assignment	Category	Due
No assignments scheduled.			
Today: Tuesday, August 15	Course	Assignment	Completed
No assignments scheduled.			
Tomorrow: Wednesday, August 16	Course	Assignment	Completed
No assignments scheduled.			

Recent Activity

Search:  Error - unable to retrieve recent activity

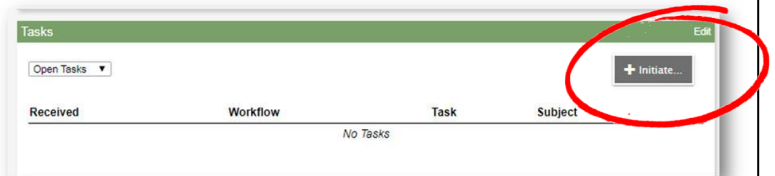
Tasks

Received	Workflow	Task	Subject
No Tasks			

Your Home page will then appear.

You will have a limited view in Aspen until you initiate full account activation.

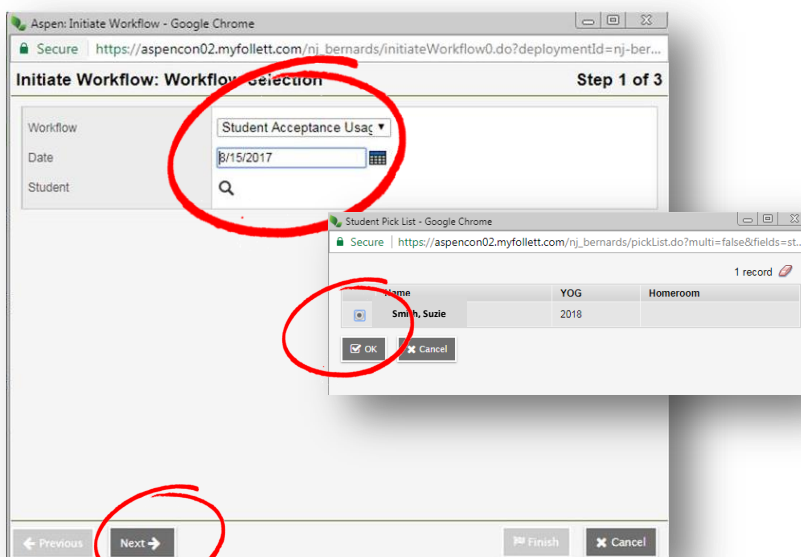
To do so, navigate to the **TASKS** pane at the bottom right of your home page and click on **INITIATE**.



Tasks

Open Tasks ▾

Received	Workflow	Task	Subject
No Tasks			



Aspen: Initiate Workflow - Google Chrome

Secure | [https://aspencon02.myfollett.com/nj\\_bernards/initiateWorkflow0.do?deploymentId=nj-ber...](https://aspencon02.myfollett.com/nj_bernards/initiateWorkflow0.do?deploymentId=nj-ber...)

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow: Student Acceptance Usage

Date: 8/15/2017

Student:

Student Pick List - Google Chrome

Secure | [https://aspencon02.myfollett.com/nj\\_bernards/pickList.do?multi=false&fields=st...](https://aspencon02.myfollett.com/nj_bernards/pickList.do?multi=false&fields=st...)

Name	YOG	Homeroom
Smith, Suzie	2018	

1 record

← Previous  →

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.

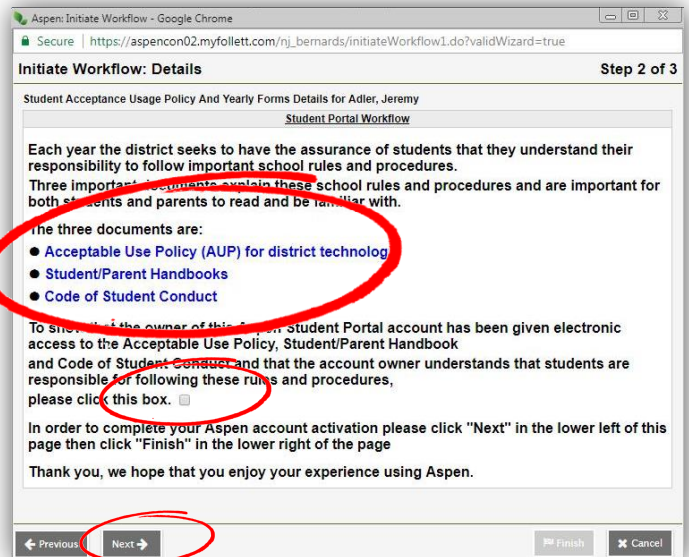
Click on the magnifying glass in the **Student** field to bring up a new window to select your name and click **OK**.

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**.

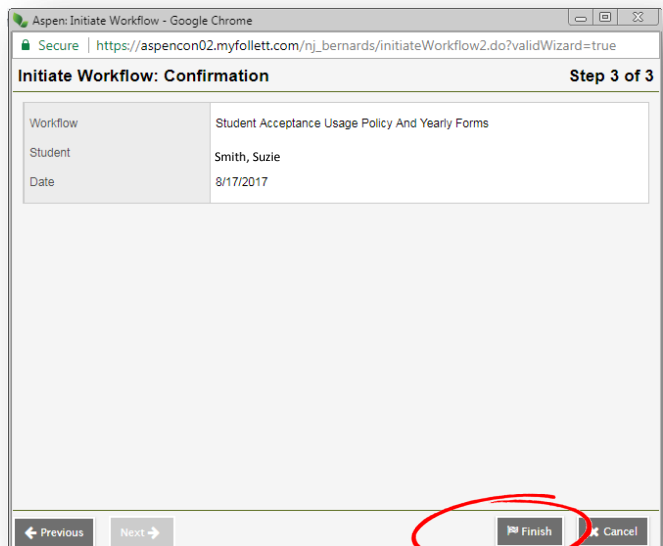


You will then be brought to a confirmation page.

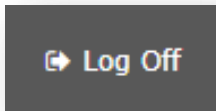
Click **FINISH** to complete your account initiation.

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.