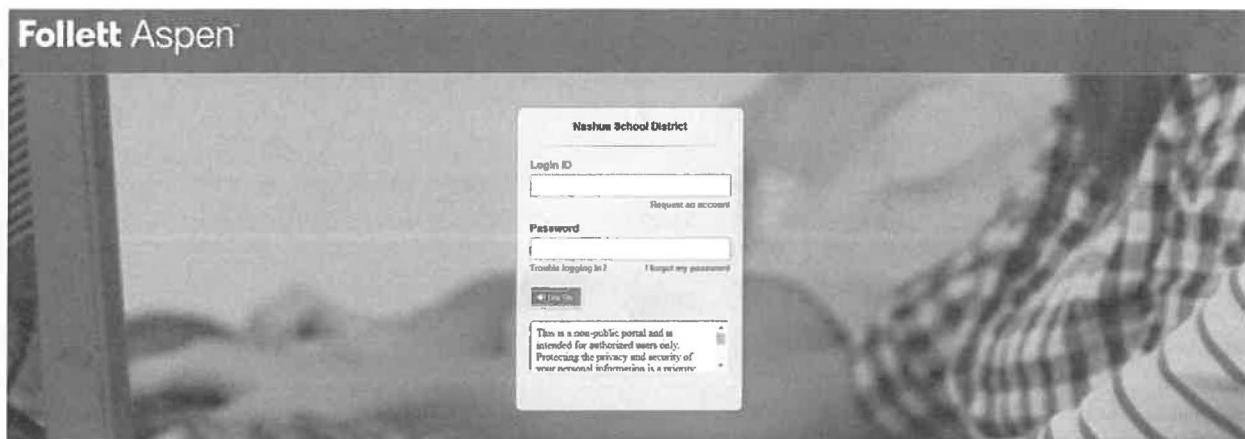


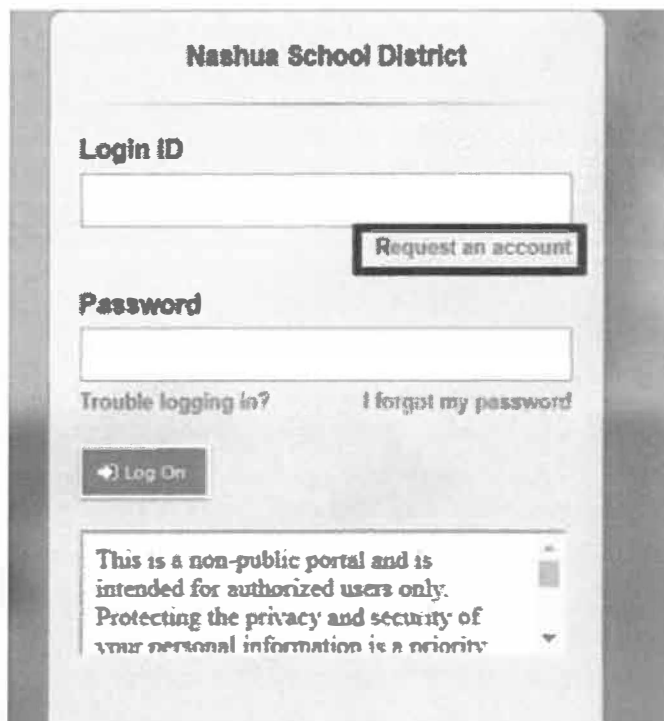
Create a Portal Account to Register your Child with the Nashua School District

Travel to <https://nh-nashua.myfollett.com/aspden/logon.do>

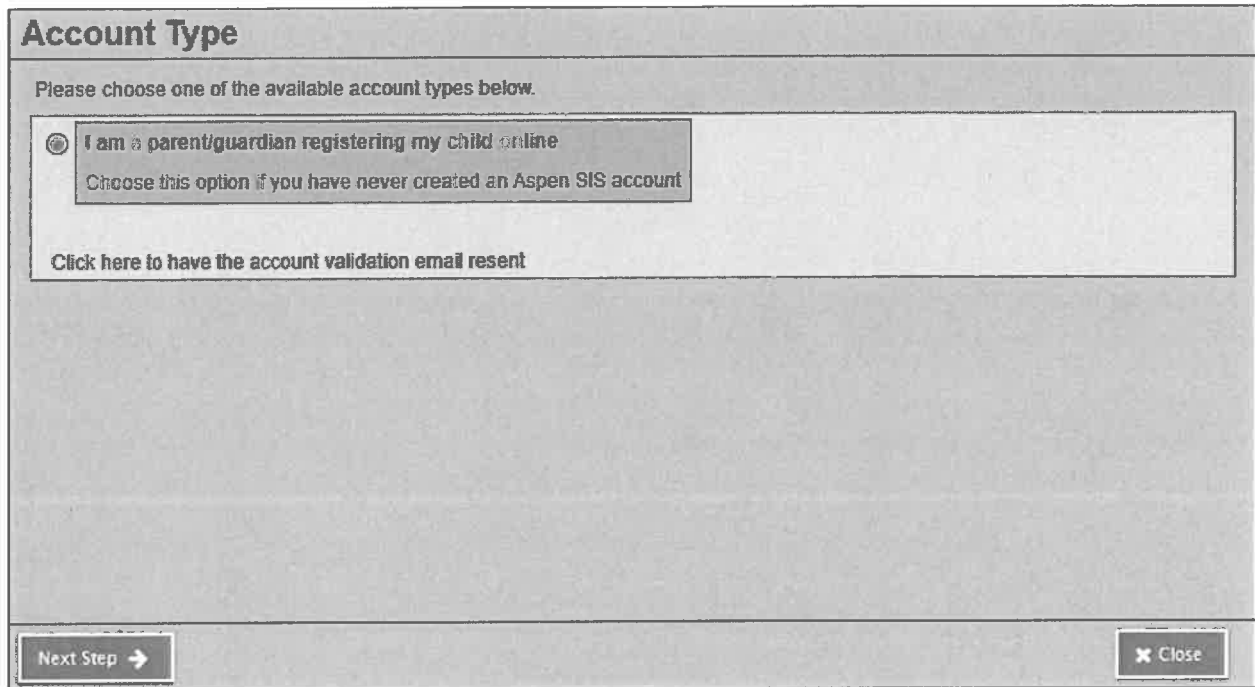
This link will take you to the following page:



Because you do not yet have a portal account, please select “Request an Account”. This can be found underneath the “Login ID” field on the right-hand side of the credentials box.



This will open a pop-up window which will appear as:



Account Type

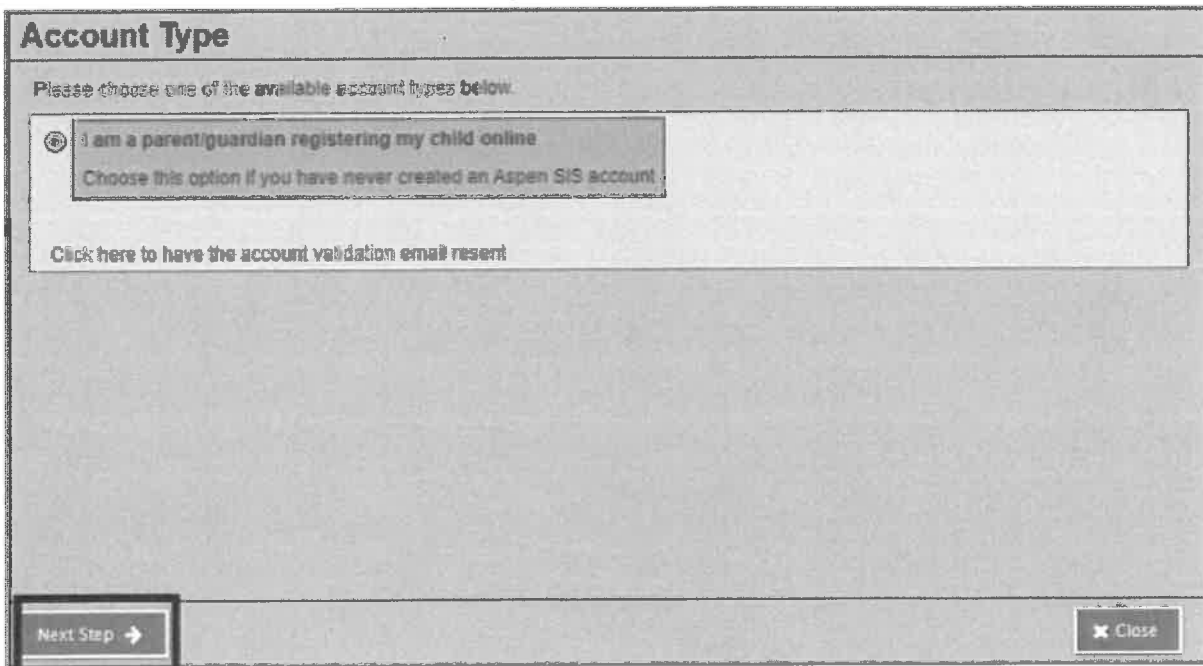
Please choose one of the available account types below.

I am a parent/guardian registering my child online
Choose this option if you have never created an Aspen SIS account

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

Next Step → ✕ Close

The “I am a parent/guardian registering my child online” is the default option and will be checked off. Select “Next Step” at the bottom left-hand corner of the pop-up window.



Account Type

Please choose one of the available account types below.

I am a parent/guardian registering my child online
Choose this option if you have never created an Aspen SIS account

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

Next Step → ✕ Close

Once you select "Next Step" you will reach a form with a number of fields which need to be filled out.

*Note: All fields with a red asterisk are required to be filled out.

Create Your Aspen Account

Information for the account holder (for a parent or guardian, this is your information, not your child's)

First name *	<input type="text"/>
Last name *	<input type="text"/>
Address *	<input type="text"/>
Apt #	<input type="text"/>
Town *	<input type="text"/>
State/province *	NH ▾
PostalCode *	<input type="text"/>
Primary Phone *	<input type="text"/>

← Previous Step Next Step → × Close

Once you fill out all fields, select "Next Step" at the bottom left-hand side of the window.

Create Your Aspen Account

Information for the account holder (for a parent or guardian, this is your information, not your child's)

First name *	New
Last name *	Parent
Address *	1 New Parent Avenue
Apt #	
Town *	Nashua
State/province *	NH ▾
PostalCode *	03060
Primary Phone *	5555555555

← Previous Step **Next Step →** × Close

Once you click “Next Step” you will reach a second form with a number of fields which need to be filled out.

*Note: All fields with a red asterisk are required to be filled out.

Account Information

Please fill in your user account information below.

Primary Email *	<input type="text"/>
Confirm Email *	<input type="text"/>
Password *	<input type="password"/> Requirements
Confirm Password *	<input type="password"/>
Security question *	<input type="text" value="What are the last 4 digits of your SSN?"/>
Security answer *	<input type="text"/>
Confirm answer *	<input type="text"/>

*Note: When creating a password, please remember the following password requirements:

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Once you fill out all fields, select "Create My Account" on the bottom left-hand side of the window.

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" (NewParent1@email.com), "Confirm Email" (NewParent1@email.com), "Password" (masked with dots) with a "Requirements" link, "Confirm Password" (masked with dots), "Security question" (What city did your father grow up in?), "Security answer" (masked with dots), and "Confirm answer" (masked with dots). At the bottom, there are three buttons: "Previous Step", "Create My Account" (which is highlighted with a red box), and "Close".

Once you select "Create My Account" you will receive a confirmation email to the email address you provided. The email will look as so:

Thank you for requesting an Aspen account.

Your request was submitted using this email address. Please [click here](#) to verify your email address and activate your account.

If you didn't request an Aspen account, please [click here](#) to cancel the request.

Thank you,
Aspen System Administrator

Use the link in the email provided to verify your email address and activate your account

This screenshot shows the same confirmation email as above, but with the "click here" link in the second paragraph highlighted by a red box.

Congratulations! You have created your Nashua School District portal account!