

Setting Up Your New Aspen Family Portal Account

You will receive an email from npsaspensupport@norwood.k12.ma.us with instructions for setting up the account.

- The email will have your username and a generic password that you can use to set up the account.
- Usernames and Passwords are case-sensitive.
- Usernames are always lowercase.
- Usernames are in the format lastname.firstname.fam
- Passwords must be at least 8 characters, contain at least 1 capital letter, at least 1 lowercase letter, and at least 1 number

Your New Aspen Family Portal Account Inbox x



npsaspensupport@norwood.k12.ma.us <aspen@norwood.k12.ma.us>
to me ▾

10:26 AM (0 minutes ago) ☆ ↶ ⋮

Dear Test, NewParent,

Your account for the Norwood Public Schools Aspen Family Portal has been created. The family portal allows you to see specific student information about your child including attendance, schedule and grades. Please take a look at our Acceptable Use Guidelines before logging into the portal (<http://www.norwood.k12.ma.us/about/documents/NorwoodPublicSchoolsAspenFamilyPortalAccess-.pdf>).

You will log into your account at the following link:
<https://ma-norwood.myfollett.com/aspen/login.do>

Your credentials are as follows:

Username: ██████████

Password: ██████████

It is preferable if you first set up your account on a computer rather than phone. You can't set up an account on an iPhone because it won't ask you for the security question.

Upon your initial login, you will see a pop up that the password has expired and you will need to change it from the original password above. You will need the password above as the old password. You will also need to set up a security question. After you complete the account setup, you can log in on a phone.

We recommend that you take a look at our NPS Portal User Guide to help guide you through navigation of the portal (<https://drive.google.com/file/d/0BwbldlKdnQJRRWR2bUI1S3ZLX2s/view>). You may find more information about the portal on our website at the Aspen Family Portal Information page (<http://www.norwood.k12.ma.us/about/iParent-Information.cfm>).

If you have any issues, please email npsaspensupport@norwood.k12.ma.us

Thank you,
Norwood Public Schools Aspen Support

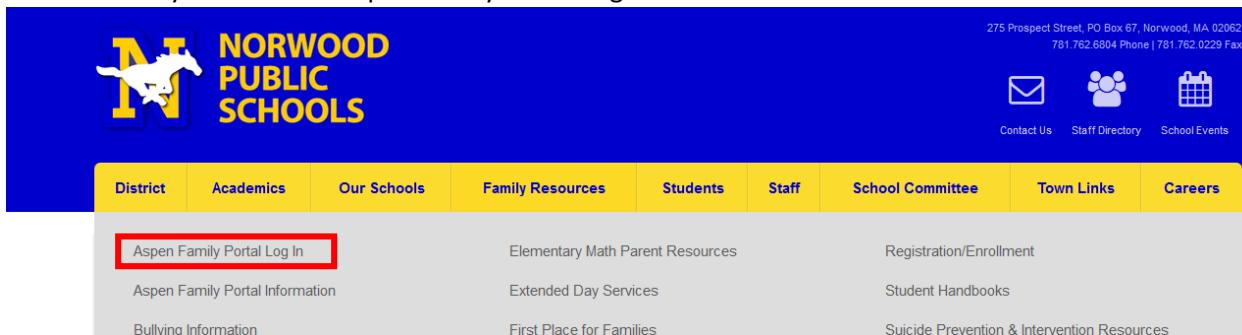


The first time you log in you must be on a computer or Chromebook. Once you've set up the account you can log in on a phone or tablet.

You can use the link in the email to get to the log in page.

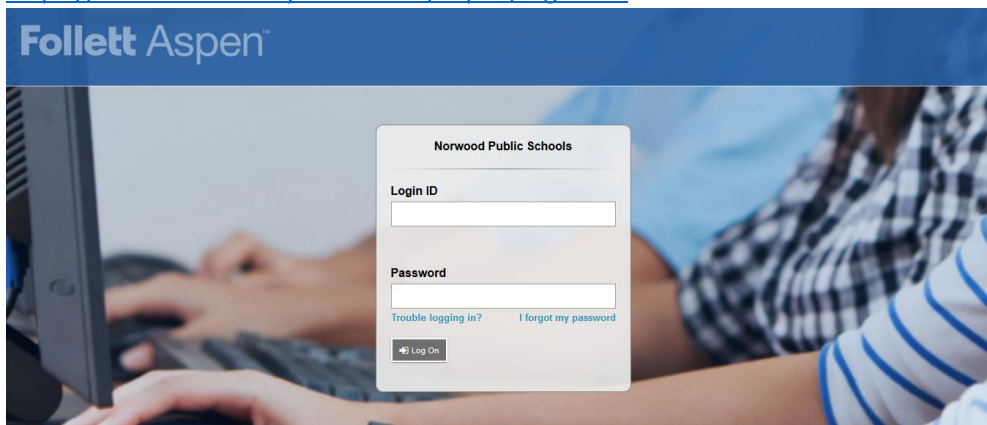
Or you can go to the Norwood Public Schools Website

Click on Family Resources > Aspen Family Portal Log In

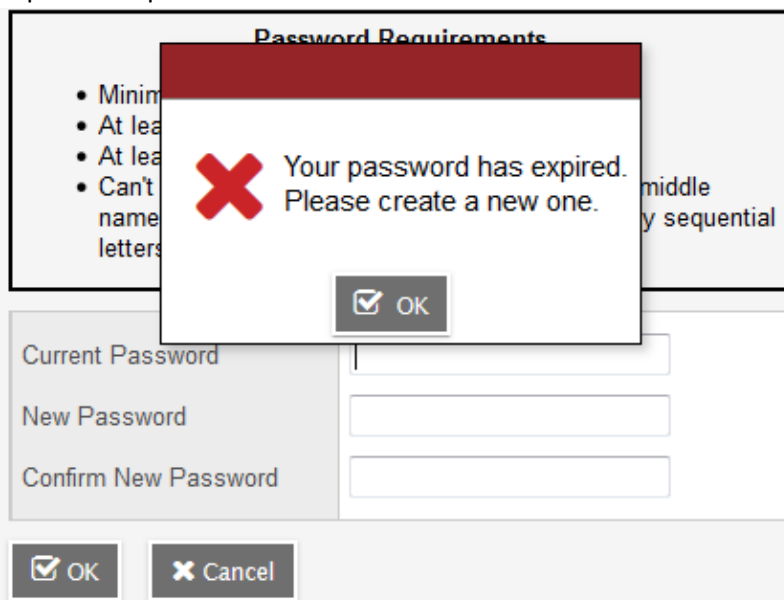


Log in Link

<https://ma-norwood.myfollett.com/aspden/logon.do>



After you enter the username and password from the email, you will get a pop up window that says your password has expired and please create a new one.



The Current Password is the Generic Password from the email.
Make up a new password and enter it twice.

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

Current Password	<input type="password" value="••••••••"/>
New Password	<input type="password" value="••••••••"/>
Confirm New Password	<input type="password" value="••••••••"/>

OK Cancel

Once you click OK, Aspen will prompt you to set a security question

Security Preferences Update

To enable self serve password recovery, please provide the following information

Primary email	<input type="text" value="REDACTED"/>
Security question	<input type="text" value=""/>
Security answer	<input type="text" value=""/>
Confirm answer	<input type="text" value=""/>

Submit Cancel

Pick a question from the drop down and enter the answer twice

Security Preferences Update

To enable self serve password recovery, please provide the following information

Primary email	<input type="text" value="REDACTED"/>
Security question	<input type="text" value="What city were you born in?"/>
Security answer	<input type="password" value="•••••"/>
Confirm answer	<input type="password" value="•••••"/>

Submit Cancel

Once you click Submit you will be logged into Aspen.