

Student Information System (Aspen)

Family Portal information

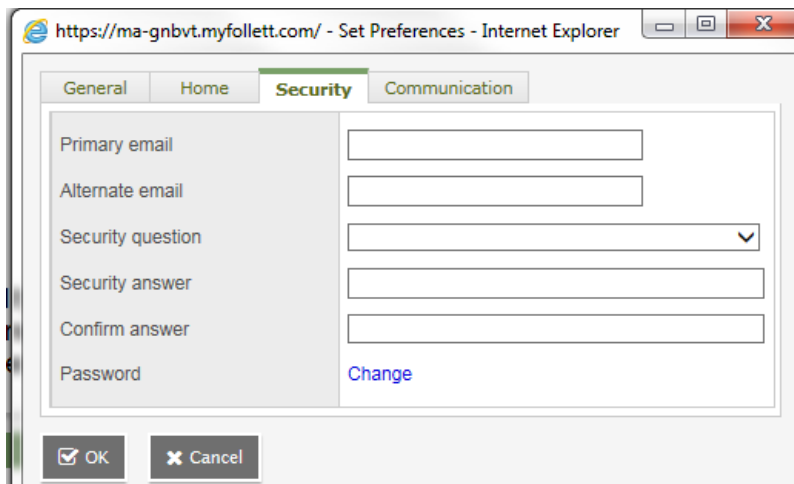
Parents / Guardians have received a letter in their Parent Orientation packet with the Parent Portal website and their login credentials. Here are a few tips on how to navigate around the Parent Portal:

IMPORTANT – Self-Service Password Reset Setup

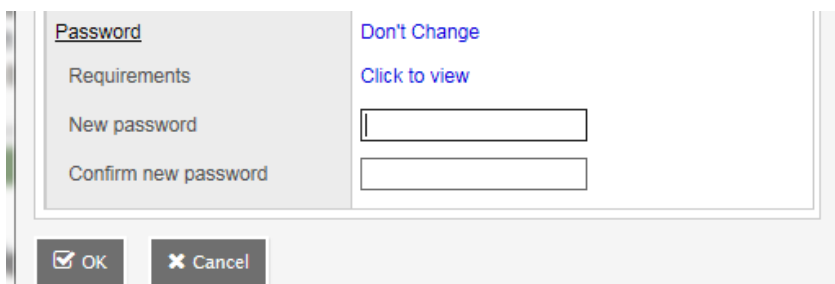
Following these steps will allow you to click the “**I forgot my password**” link on the login screen and reset your password yourself.

PLEASE NOTE - Your password WILL expire in 3 months and you will get a notification when you attempt to login on that particular date. When you see the “Your password has expired” message, please attempt to change your password so the system does not lock you out.

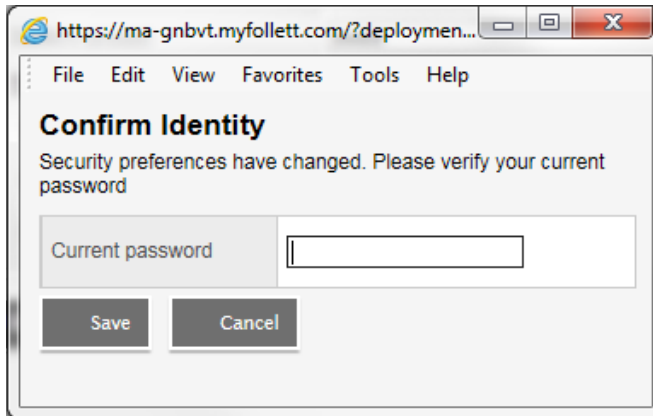
1. Login to the Family Portal.
2. Click your name in the top right-hand corner of the page.
3. Click **Set Preferences**.
4. Click the **Security** tab as shown below:
 - a. **NOTE** – All fields are required except for **Alternate email**



5. After all the fields have been filled out, click the **Change** link and you will be prompted to enter your new password.
 - a. If you **DO NOT** wish to change your password at this time, just click the **OK** button and you are done.
6. Enter your New Password and confirm the New Password then click the **OK** button.



7. Finally, enter your current password to confirm your identity to the system so it can safely save the new password you just set.



8. If you do not complete the above steps or are currently locked out of your account, please email aspen@gnbvt.edu for password resets.

Subscribe to Email Notifications

Greater New Bedford Voc-Tech uses email notifications to keep you aware of certain items pertaining to your child's school day. Parents can subscribe to receive email messages when any of the following conditions occur:

- A new daily attendance record is created.
- A grade below the threshold you define is recorded.

To subscribe to email notifications:

1. In the Family portal, click the **Family** tab
2. Click the **Notification** side-tab
3. At the top of the page, any email addresses associated with your account appear. Select the checkbox next to each email address you want to receive notifications.
4. After viewing the description of each notification, select the **Subscribe** checkbox if you want to receive that email notification.
5. Your changes to this page are saved automatically. There is no **Save** button.
6. For each subscription, the system sends the appropriate messages to the designated email account.
 - a. To view / change this account, click **Set Preferences** on the settings bar at the top of the page, then select the **Security** tab.

Email Teachers

To email your student's teachers:

1. In the Family portal, click the **Academics** tab
 - a. **NOTE** – If you are a parent / guardian with multiple students, first you need to select the student whose teacher you want to contact.
2. On the **Options** menu, click **Send Email**. The Mass Email pop-up shows the email address for **ALL** of the student's teachers in the **To:** box
3. To remove a teacher so that they do not receive this email, click the **X** next to the teacher's name. Aspen updates the number of total recipients.

4. In the **Subject** field, type a subject for the email.
5. To attach a file to the email, click **Add File** to find the file on your computer.
6. In the body of the email type your message.
7. Click the **Send** button at the bottom of the page. To confirm you want to send the message, click **Yes**.

[View Grades in the Portal](#)

To view grades for your student:

1. In the Family portal, click the **Academics** tab
 - a. **NOTE** – If you are a parent / guardian with multiple students, first you need to select the student whose grades you want to view.
2. If you want to view classes for the previous year or grade term, click the **Current Year** drop-down and select **Previous Year** or click the **Current Term** drop-down and select the appropriate term.

To view details about attendance and performance in a class:



1. Click the **Academics** tab.
2. Select the checkbox next to a course section and then click the **Details** side-tab.

To view the grades on specific assignments in a class:

1. Click the **Academics** tab.
2. Select the checkbox for the course you want to view assignments in.
3. Click the **Assignments** side-tab. The assignments page appears.
4. Click the **Category** drop-down to select the Category you want to view.
5. Click the **Grade Term** drop-down to select the Term you want to view.
6. To view more details click the assignment name.

[View Student Transcript information](#)

To view transcript information for your student:

1. Click the **Family** tab.
2. Select the checkbox next to the name of the child whose transcript you want to view.
3. Click the **Transcript** side tab. Click the Filter menu  to select **All Records**. (Default is **Current Year**)
4. Click the **Dictionary Menu**  and select **All** to see past year's grades as well.
5. Click the **Year** field to drill into the details of any grade.
6. From this Transcript side tab you can also view a **Credit Summary** and a **Grade Point Summary** for your student.

[Family Portal help videos](#)

For help on any additional areas in the Family Portal, click the  button on any page.

1. Select **Videos & Training Tools**
2. Click the **Students and Families** icon
3. Scroll down to the **Students and Families** section and click the link. A new menu of topics will pop up.
4. Click the link for any topic you'd like to see more information about.
5. There is a **Quick Resource Guide (QRG)** and a **Video** link. Click either one to learn more information about your topic.