



Parent/Guardian Instructions for Requesting an Aspen/X2 Account

first request only - if you've had an account at anytime in the past for any student, but cannot remember your log-in info, please send an email to ParentPortal@montytech.net, and include your name, your child's name and year of graduation.

If you have more than one student enrolled, your one account will include access to all of your children.

1 Go to the MT Follett Aspen log-on page: <http://ma-montytech.myfollett.com/aspen>

2 Request an account

3 Select "I am a parent new to Aspen", then Next Step

Important! For the next step, you will need the Security Code sent to you in the Fall of your child's freshman year via the email you provided when your child was registered.

If you do not have the Security Code, please email ParentPortal@montytech.net to request security code and account access. Be sure to include your name, your child's name and year of graduation. The email address you use has to be on record with Monty Tech to verify your information.

4 After you enter the Security Code and other verifying information, you will be asked to review that the information MT has on record is correct and add a phone number

then Next Step



Parent/Guardian Instructions for Requesting an Aspen/X2 Account (continued)

5 Finish providing Account Set-Up info then select **Create My Account**

Account Information

Please fill in your user account information below.

Primary email *

Confirm email *

Password * [Requirements](#)

Confirm Password *

Security question *

Security answer *

Confirm answer *

[← Previous Step](#) [Create My Account](#) [✕ Close](#)

You will receive an email verification request followed by an email validation message.

Welcome! Please verify your Aspen email address

 aspen-sysadmin@myfollett.com
Today, 10:20 AM
You

[↩ Reply](#) | [v](#)

Hi Donald and Angela Kitzmiller,

Greetings from Aspen.

You've requested an Aspen account at this email address. Please [click here](#) to verify your address.

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

Thank you,
Aspen System Administrator

Email Validation

✔ Verification completed successfully!

You will receive another email when your account has been reviewed and activated by a system administrator.

Allow up to 48 hours for your account to be activated.
You will receive an email when the account has been activated.

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Welcome! Your Aspen account has been activated!

 kitzmiller-donald@montytech.net <aspen-sysadmin@myfollett.com> [↩ Reply](#) | [v](#)

Today, 10:27 AM
You

Hi Donald and Angela Kitzmiller,

Greetings from Aspen.

An administrator has reviewed your account request and activated your account. You may [click here](#) to log into Aspen. Use your email address and the password you provided during the request process.

Thank you,
Aspen System Administrator