

# 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.

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



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quest an account  Login ID  Request an account  Password  Trouble logging in?  I forgot my password  Do n		Montachusett Regional Voc Tech School District
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Trouble logging in? I forgot my password		Request an account Password
Trouble logging in? I forgot my password		
→∃ Log On		Trouble logging in? I forgot my password
		Log On



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

### Account Type

Please choose one of the available account types below.

Plea	I am a parent new to Choose this option if y	vailable account types below. Aspen You already have students enrolled in the system, but do not yet have an Aspen account.	Important! For the next step, you will need the Security Code sent to you
0	I am a student new to Choose this option if y ick here to have the acc	Aspen you are a student enrolled in the system, but do not yet have an Aspen account. ount validation email resent	In the Fall of your child's freshman year via the email you provided when your child was registered.
		Validation Information	
		These fields uniquely identify you within Aspen. The system with the up your new user account with existing family information already in the system. The data must match 100% to handle. For issues, contact your district directly Security code *	, contact, student
Nex	t Step 🌧	Date of birth *	

<u>If you do not have the Security Code</u>, 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.

ormation if it is incorrect.

X Close

Personal Information

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	Please review the	existing information below. For fields which can be updated, please change the info
After you enter the Security	First name	Donald and Angela
Code and other verifying <sup>1</sup>	Lastname	Kitzmiller
information, you will be asked to	Address line 1	10 Park Street
review that the information MT	Address line 2	
has on record is correct and add a	City	Athol
phone number	State/province	MA
	Postal code	01331
then Next Step	Phone 1*	413-800-2807
	Previous Step	Next Step 🍌



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



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

Primary email*		
Confirm email *		
Password *	Requirements	
Confirm Password *		
Security question	What city were you born in? ~	
Security answer*		
Confirm answer *		

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

Welcome! Please verify your Aspen email address



S Reply | ∨

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.

