Shawsheen Tech – New Student Registration Directions

Please read all the directions carefully.

- Must be completed on a desktop/laptop. This will not work on a mobile device
- **New Families:** Please follow all the directions to create a family Aspen account and complete your registration.
- Existing Families (families with current Shawsheen Tech students): If you currently have a Shawsheen Aspen account log in using your parent login information not your student's login information and jump to step 8 once logged in.
- Existing Shawsheen Tech families, if you forgot your username (email address) and password please read the instructions below. If you still need to submit a help desk ticket the instructions are on the last page.
- If you require any assistance there will be staff available during the Parent/Guardian Information Night to assist you in processing your Aspen Registration.
- Please have your current or most recent physical exam saved as a PDF to attached during this process.

Aspen can translate this document into Haitian Creole, Spanish, and Portuguese. Please click the drop down in the upper left corner to change your language preferences.

Aspen ka tradui dokiman sa a nan kreyòl ayisyen, panyòl, ak pòtigè. Tanpri klike sou gout la desann nan kwen anwo gòch chanje preferans lang ou.

Aspen puede traducir este documento al criollo haitiano, español y portugués. Haga clic en el menú desplegable en la esquina superior izquierda para cambiar sus preferencias de idioma.

Aspen pode traduzir este documento para crioulo haitiano, espanhol e português. Clique no menu suspenso no canto superior esquerdo para alterar suas preferências de idioma.

Spanish VIS English US English Creole (Haitian) Spanish Portuguese Hign School
D de inicio de sesión
test
Contraseña
¿Tienes problemas para iniciar sesión?
Inicia sesión Solicitar cuenta
OR

Log into SHAWSHEEN'S Aspen account. (Make sure you are not going to your 8th grade schools Aspen account.

- a. Click here for Shawsheen's Aspen: <u>Aspen Logon</u>
- b. Make sure it says Shawsheen Valley Technical High School and click **Request** Account

§Follett Aspen	
Shawsheen Valley Technical High School	
FAMILY Portal Log in	
Password	
Trouble logging in?	
Log In Request Account	
OR	
STUDENT & STAFF Log in	

1. A pop-up should appear. Click the first option to begin registration.

Create Your Aspen Account

<u>Click or tap here</u> if you are new to the district and the system doesn't contain any of your information.

<u>Click or tap here</u> to have the account verification email resent.

2. Complete the first section with the primary parent/guardians contact information and click **next.**

PERSONAL INFORMATION ACCOUNT INFORMATION

First Name	
Parent First Name	
Last Name	
Parent Last Name	
Address Line 1	
Parent Primary Address	
Address Line 2	(Optional)
City Bedford - State/Province MA - Postal Code	
01887	
Primary Phone	
9786713641	
Next	Close

3. Complete this section with the primary parent/guardian account information and click **Create My Account.**

PERSONAL INFORMATION	ACCOUNT INFORMATION
Primary Email	
parentemail@gmail.com	
Confirm Email	
parentemail@gmail.com	
Password	
•••••	
Confirm Password	
Security Question	
What city were you born in	1? ▼
Security Answer	
Confirm Security Answer	

4. If completed correctly you should receive the following pop-op

Create Your Aspen Account

Account Request Processed!

A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email and password you just entered.



5. Go to your inbox of the email account that you used to confirm you received the verification. It would come from aspen@shawtech.org. If received, click 'click here' within the email to confirm your email address.

Welcome\! Please verify your Aspen email address Inbox ×

Aspen Support <aspen@shawtech.org> to me •

Hi Parent First Name Parent Last Name,

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

6. When you click 'click here' you will automatically be brought back to Shawsheen's Aspen website and receive this confirmation. Click **'close'.**

Account Verification

Verification completed successfully!

Your account is now active.

7. Now you can login with the email address and password you used to create your account and complete your new student registration. Enter your email address, password, and click **'log in'.**

Close

Q Folle	ett Aspen
Shawsheen Valle	ey Technical High School
AMILY Portal Log in	
parentemail@gmail.com	
Password	
•••••	
	Trouble logging

8. This is the most important part to follow. <u>Be sure to review the NEW STUDENT</u> <u>REGISTRATION on the RIGHT side of your screen.</u> Do NOT click back to school registration. Click **'initiate'.**

Shawsh Parent Las	een Valley Technical Higl t Name, Parent First Name	h School 2024-2025			Parent Last Name, Parent First Name 👻 🖉 Log Off
Pages					
Home	Announcements				
Page	RETURNING STUDENTS				NEW STUDENTS
	FOR CURRENT STUDENTS ONLY, SCHOOL REGISTRATION. For the best experience, please us	after they High	This is to be complete	exdents. Click "Initiate" below to start a BACK TO	FOR NEW STUDENT'S, ENROLLING FOR THE FIRST TIME IN NAME OF SCHOOL DISTRICT. Click "Initiate" below to start a New Registration and register your student for the first time. For the best experience, please use a laptop or desktop computer to complete these forms. At the current time, they are not mobile-friendly. New Student Registration Start a new New Student Registration
	Published Reports				Recent Activity
	Filename	DateUploaded	Creator No published reports	Description	Search:

\rightarrow	NEW STUDENTS			
	FOR NEW STUDENTS, ENROLLING FOR THE FIRST TIME IN NAME OF SCHOOL DISTRICT. Click "Initiate" below t your student for the first time. For the best experience, please use a laptop or desktop computer to complete these forms. At the current time, th	o start a New Re	gistration a e-friendly.	nd register
	New Student Registration			
	Start a new New Student Registration + Initiate			
	Recent Activity		L	ast 30 days 🗸
	Search:	Attendance	Grades	Conduct

9. You will be on the START tab. Tab 1 of 10. Be sure you click School Year 2025-2026 and click **'next'**.

mauucuoi	IS								
Welcome to th	e Registration Po	rtal.You must h	it the SUBMIT buttor	n at the end of thi	s process to com	plete the Regist	ration.		
Please have th	e available docume	nts ready for up	oad as you go throug	h this process. So	me of the documer	ts can be found a	at Student Registra	ation.	
Physical Example	n form required yea	rly for any stude	nt participating in athl	letics.					
Legal Docum	entation updates for	r example court	administered during ti orders, custody arran	ne school day gements, guardian	ship				
life way have an	, questions, place	o omoit cogiste	tion Ochowdoch or	070 674 2	644				
If you have an	y questions, pleas	e email registra	ation@snawtecn.org	or call 978-671-3	041				
School Ve	r Selection								
School rea	al Selection								
To begin regist	ation, select a scho	ool year below:							
0 2024-2025									
2025-2026									
2025-2026									
2025-2026									
All your change	es are saved when y	you click the Ne	t or Previous button	s. You may click S	ave & Close at any	/ time to come ba	ck later to comple	te this form.	
2025-2026 All your change	es are saved when y	you click the Nex	ct or Previous button:	s. You may click S	ave & Close at an	/ time to come ba	ck later to comple	te this form.	

10. Next is the STUDENT TAB. Make sure all information here MATCHES the first name, last name, and date of birth that was on the original email. IF THE INFORMATION IS DIFFERENT, STOP WHAT YOU ARE DOING AND CALL US BEFORE FINISHING YOUR REGISTRATION. MAKE SURE THE GRADE LEVEL FOR REGISTRATION YEAR IS 09. Click on edit to verify and update your address. Click 'next'.

Student Information Legal Name First * Brittneytest Middle No middle name Last * Testferguson Suffix Gender * F • Birth and Citizenship Country of citizenship Country of citizenship Country of citizenship	Student Information Lsal Name First * Brittneytest Middle No middle name Last * Testferguson Suffix Qender * F • Birth and Citizenship Place of birth Chy * Country State Country Age and Grade Level Enter the student's date of birth, which will determine the grade for the school year.	Start	Student	School	Family/Contacts	Policies and Consents	Language	Health	Services	Documents	Subn
Legal Name First* Brith and Citizenship Place of bith City* County State Q	Leal Name First* Middle Middle name Last* Testferguson Suffix Gender* F • Birth and Citizenship Country of citizenship City* Country State Country Age and Grade Level Enter the student's date of birth, which will determine the grade for the school year.	Student Info	rmation								
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Ethnicity ar	nd Race					
Hispanic or Latir	10		Select all that apply:			
O No O Yes			AfricanAmerican	Asian	Caucasian	□ Native American □ Pacific Island
0.00						
Phone Infor	rmation					
Enter the primar Phone numbers	y phone number (e.g., will be formatted acco	home). Contact number ding to the pattern: 918-	s will be entered on the ne 123-4567	ext page		
Phone type	Number					
Student Cell Pho	one					
Student Home						
r none						
Address Inf	formation					
The physical adv	dress of the student m	st he entered. A mailing	or other addresses should	ld he enter	ed only if diff	erent from the physical address
Dhysical Addro	ee	ist be entered. A maining		to be enter	Mailing Addr	ore
Physical Adult					maning Addi	
🖌 🖉 Edit	🗎 Delete				Mailing addre	ss same as physical * Yes 🗸
Housing / R	lesidence					
Is your current a	address a temporary liv	ing arrangement?	~			
Please identify	any living arrangeme	ents that apply:				
Homeless	~					
Foster Care	~					
 Unaccompanie 	ed Youth (Homeless)	~				
 Dwelling Arran 	gement					~
All your changes	s are saved when you	lick the Next or Previou	is buttons. You may click	Save & Cl	lose at any tim	ne to come back later to complete this fo
			,,			
+ Previous	The cause of a start	Next 🔶 🗶 C	ancel			

11. Next on the SCHOOL tab. Be sure you select Shawsheen and click 'next'.

C+	art Student	Coloral	Family/Contacts	Policies and	Language	Health	Convisos	Decumente	Submit	
50	art Student	School	ramily/contacts	Consents	Language	riediui	Services	Documents	Submit	
Scho	ol Selection									
Select	the button next to the sc	hool (Shawshee	n Valley Technical Hi	gh School) then	click the Next b	utton to continue				
Required	: Select the school approp	riate for your add	ress							
Selected	Shawsheen Valley	/ Technical H	ligh School			Filter th or city:	is list by school name			
	Requested School			Line1		City	Phone1	StartGrad	de	End Grade
۲	Shawsheen Valley Techni	cal High School		100 Cook S	treet	Billerica	978-667-2111	09		12
All your	changes are saved when y	ou click the Next	or Provious buttons	You may click Sa	va & Close at an	v time to come ba	k later to complete th	is form		
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🗲 Prev	vious	Next 🔶	X Cancel							

12. Next is the FAMILY/CONTACTS tab. Please review this section carefully. To edit the primary contact click on the blue name to be able to edit the information. Click 'add' to add any other PRIMARY or emergency contacts. Document if there are any legal concerns we should be aware of and click 'next'.

	Student	School	Family/Contact	Policies a	nd Language	Неа	alth	Services	Documents	Submit	
				Consent	s		_				
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Primary	Contact 1		uproudo.								
Click on you	ur name to complete y	our own record.									
Fi	irst Name	Last Name	Relatio	nship P	ortal Access	Home Pho	ne	Cell Phone	Email		
Pr	arent First Name	Parent Last Nar	ne	٢	'es	978671364	41		bfodanswerir	ngservice@gma	il.com
Primary	Contact 2										
Click Add bi	utton to add your Prio	rity 2 contact. Only 1	per Contact								
First Na	me La	st Name	Relationship		Portal Access		Home P	hone	Cell Phon	e	Ema
					No motobing room	to					
L					No matching record	19					
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Emerger	nev Contacte										
Linerger	loy contacto										
Emergency	contacts can only Re	cieve student(s) and	will be contacted i	n the event of a	school emergency	Please choo	se someor	ne other than the	Primary contact	s.	
First Na	me	Last Name		Relations	קור	н	ome Phor	ne	Ce	II Phone	
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13. Go through the next 3 tabs and review the policy and consents, language, health, and services tab carefully. Click next all the way through.

				*		*			
Start	Student	School	Family/Contacts	Policies and Consents	Language	Health	Services	Documents	Sub
1 0						مربعا مربعا			
4. On t	ne DOCC	JMEN12	TAB: Pleas	e upioad	your chit	a s phys	sical exal	nevenni	us ar
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Start	Student	School	Family/Contacts	Policies and	Language	Health	Services	Decuments	Submit
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auired doo	cumentation	if applicable	for student(s):						
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ctors Order for	m if peeded for m	adications admini	stored during the cohr	ool day					
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gal Documenta	ation updates for e	xample court orde	ers, custody arrangem	ents, guardianshi	p				
lame		Doc type OLR			Filename			Document	
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Upload	Delete								
Upload	Delete								
Upload	🗎 Delete								
Upload	Delete								
Upload	Delete								
Upload	Delete	u click the Next or	Previous buttons Y	ou may click Save	& Close at any tim	e to come back	later to complete	this form	
Upload	Delete	u click the Next or	r Previous buttons. Ye	ou may click Save	& Close at any tim	e to come back	later to complete	this form.	
Upload	Delete	u click the Next or	r Previous buttons. Ye	ou may click Save	& Close at any tim	e to come back	later to complete	this form.	
Upload	Delete	u click the Next or	r Previous buttons. Ye	ou may click Save	& Close at any tim	e to come back	later to complete	this form.	
Upload our changes a	Telete	u click the Next or	Previous buttons. Ye	ou may click Save	& Close at any tim	e to come back	later to complete	this form.	
Upload our changes a revious	Delete	u click the Next or Next 🗲	Previous buttons. Yo	ou may click Save	& Close at any tim	e to come back	later to complete	this form.	

15. Once you are done you MUST click 'submit'.



+ Previous	🖹 Save & Close	🕜 Submit	🗙 Cancel

16. You will receive a confirmation once you click submit on Aspen and in your email.

Thank you for com	pleting this online registration.	
The next step is for the so registration has been ad	chool to review and accept the registration. You will receive an email notification when your ccepted.	
Name	Description	Print
Online Registration Summary		
	·	

Online Registration for Brittneytest Testferguson received Inbox ×

aspen@shawtech.org

to 👻

This is confirmation that we have received the registration you submitted for Brittneytest Testferguson.

The office will review your registration. Once accepted, you will receive a follow-up email confirming your students enrollment.

Please be advised that the Massachusetts Attorney General has determined that email is a public record.

17. You will also see on your Shawsheen Aspen account that it is submitted, and the admissions office has to review it.

Start a new New Student Registra	ation	
+ Initiate		
Resume working on any New Stu	dent Registration that has already been started	
Resume working on any New Stu Name	dent Registration that has already been started Grade School > Name	Workflow Phase



ONLY if you require assistance, please follow the instructions below to fill out a Help Desk Ticket.



If you need additional support accessing ASPEN, please use the following link:

https://shawsheentech.sherpadesk.com/portal/

• Click on the green 'Submit a Ticket' button.

Submit a Ticket

Check Existing Ticket

- Use **parent** email to log into the ticket system.
- LOCATION: select: _Home
- FIRST NAME: Parent first name
- LAST NAME: Parent last name
- CLASS: _PARENT ASPEN LOGIN ISSUES
- SUBJECT: Student's name
- DETAILS: Be as specific as possible of the issues you are encountering.
 - Screenshots are helpful.