Aspen Parent Portal
Access & Use

When first accessing the Aspen Parent Portal:
1. During the week of 11/9 you will receive an email welcoming you to the parent portal. Your login ID and password will come from Familyportal.dcps@dc.gov.
2. Go to ParentPortal.dcps.dc.gov use the Login ID and Temporary Password provided in the account confirmation email. If this is your first time logging in a password expired message will be received – click ok and follow the instructions for setting up the account.
3. Log in for the first time

4. A password expired message will prompt you to update your password.

5. Use temporary password as Current Password and then create your private password and enter it in the New Password and Confirm New Password fields. Click OK.
6. You will be prompted to set up your security question and answer.

7. You are immediately logged into Aspen.

If you forget your password here is how you reset it:
1. Return to login page and enter your Login ID and select I forgot my password.

2. Enter your Login ID and Primary email, which are the same. Click Continue.
3. You will be prompted to enter the answer to the previously selected Security question.

4. The following message will appear:

5. A temporary password is sent to your email.

6. Login with the temporary password provided.
7. A password expired message will prompt you to update your password.

8. Use temporary password as Current Password and then create your private password and enter it in the New Password and Confirm New Password fields. Click OK.

9. You are immediately logged into Aspen.
Use of the Aspen Parent Portal:

1. Once logged in you can choose your language
2. From the **Pages Top Tab** move down on the left-hand side to the section **Choose my language** grey square. The two choices available currently are **English** and **Spanish**.

3. From the **Family Top Tab** finding your children is easy and all should be listed under one parent account.
4. Select the desired child from their **blue hyperlinked name**
5. The Side Tabs **Details** and **Contacts** allows you to confirm that information from the enrollment forms were entered correctly.

![Student Details and Contacts](image1.png)

6. The **Daily Attendance Side Tab** will allow you to track your child’s attendance by day and can be opened for details.

![Daily Attendance Details](image2.png)

7. Attendance can also be viewed from the **Academics Top Tab**.
   a. Then the **Attendance Side Tab**

![Attendance Details](image3.png)

8. **Report Cards ES** can be accessed from **Published Reports** on the left hand side of **Pages**. They are uploaded as a pdf.

![Report Cards ES](image4.png)
9. Select the **Report Card** to download and then open when prompted.

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**Navigation Tips**

- To look at just one child’s record select **Options** then **Show Selected**.

- When in the **Academics Top Tab** and you want to select a specific child. Use the Student drop down:

- Anything in Aspen that is **blue** means it is hyperlinked and can be opened further.
You can move from one **Attendance record** to another by using the **Navigation tools** below:

- Move from one Attendance record to another.
- Go to last Attendance record in the list.
- Provides a list and pages of Attendance records.