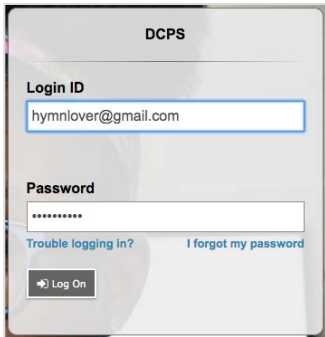


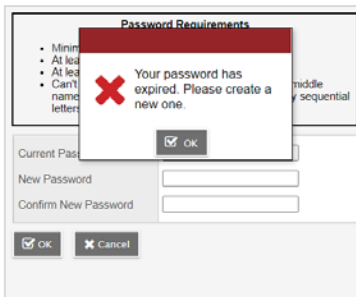
Aspen Parent Portal Access & Use

When first accessing the Aspen Parent Portal:

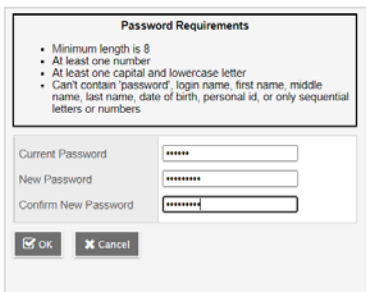
1. During the week of 11/9 you will receive an email welcoming you to the parent portal. Your login ID and password will come from Familyportal.dcps@dc.gov.
2. Go to ParentPortal.dcps.dc.gov use the Login ID and Temporary Password provided in the account confirmation email. If this is your first time 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



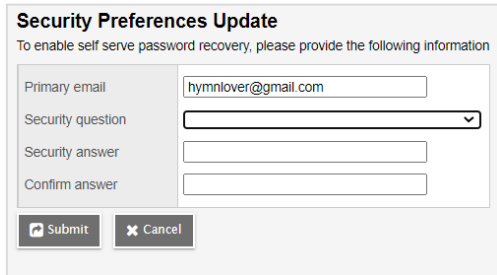
4. A **password expired message** will prompt you to update your password.



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**.



Security Preferences Update
To enable self serve password recovery, please provide the following information

Primary email: hymnlover@gmail.com

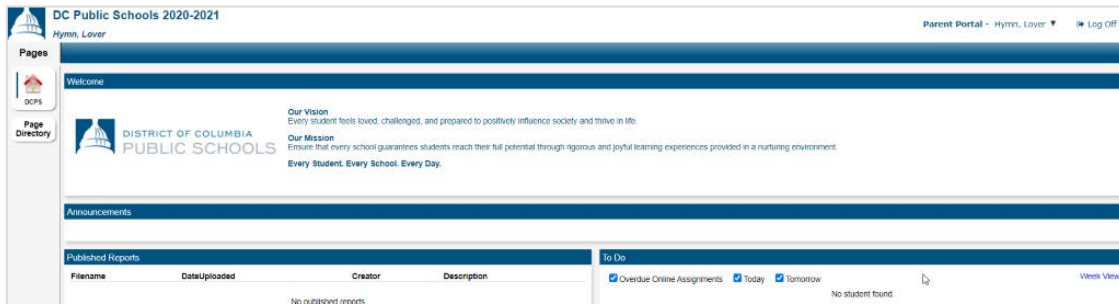
Security question: [dropdown menu]

Security answer: [text input]

Confirm answer: [text input]

Submit Cancel

7. You are immediately logged into **Aspen**.



DC Public Schools 2020-2021
Hymn, Lover
Parent Portal - Hymn, Lover Log Off

Pages: Welcome

DCPS
Page Directory

DISTRICT OF COLUMBIA PUBLIC SCHOOLS
Our Vision: Every student feels loved, challenged, and prepared to positively influence society and thrive in life.
Our Mission: Ensure that every school guarantees students reach their full potential through rigorous and joyful learning experiences provided in a nurturing environment.
Every Student. Every School. Every Day.

Announcements

Published Reports

Filename	Data Uploaded	Creator	Description
No published reports.			

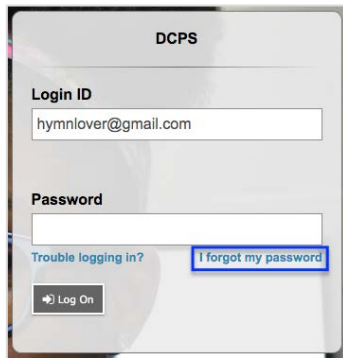
To Do

- Overdue Online Assignments
- Today
- Tomorrow

No student found. View View

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.



DCPS

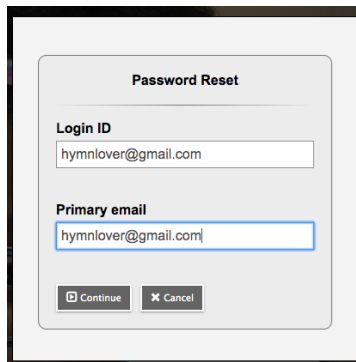
Login ID: hymnlover@gmail.com

Password: [text input]

Trouble logging in? I forgot my password

Log On

2. Enter your **Login ID** and **Primary email**, which are the same. Click **Continue**.



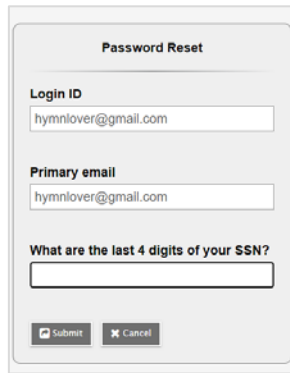
Password Reset

Login ID: hymnlover@gmail.com

Primary email: hymnlover@gmail.com

Continue Cancel

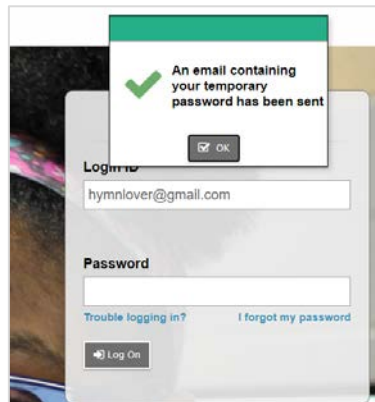
3. You will be prompted to enter the answer to the previously selected **Security question**.



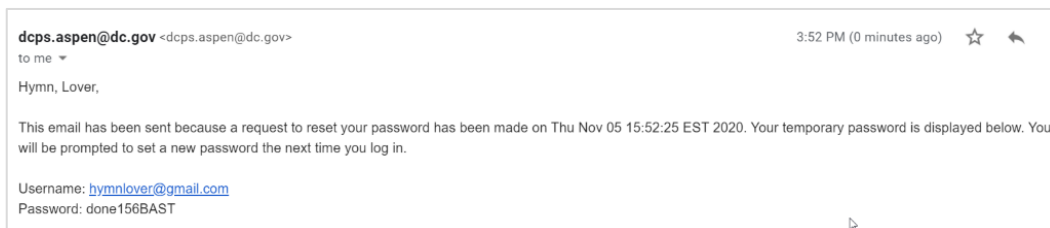
The screenshot shows a 'Password Reset' form with the following fields and buttons:

- Login ID:** hymnlover@gmail.com
- Primary email:** hymnlover@gmail.com
- What are the last 4 digits of your SSN?:** (empty field)
- Buttons:** Submit, Cancel

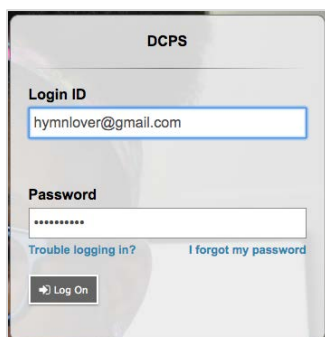
4. The following message will appear:



5. A temporary password is sent to your email.



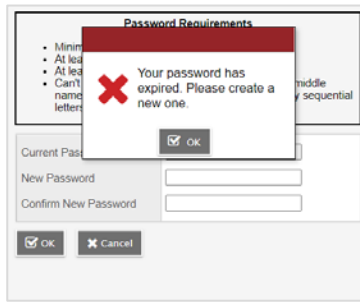
6. Login with the temporary password provided.



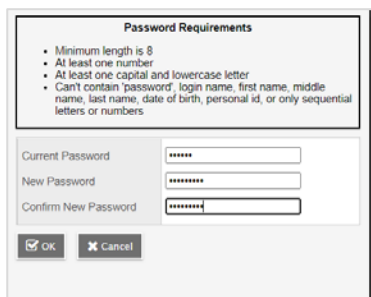
The screenshot shows a 'DCPS' login page with the following fields and buttons:

- Login ID:** hymnlover@gmail.com
- Password:** (masked with asterisks)
- Links:** Trouble logging in?, I forgot my password
- Button:** Log On

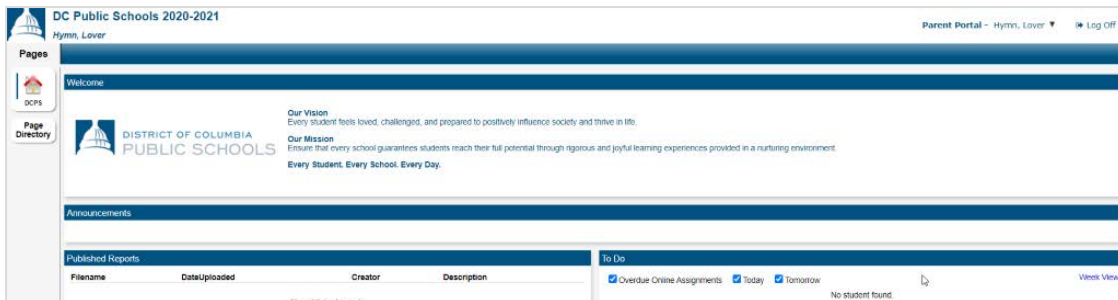
7. A password expired message will prompt you to update your password.



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**.

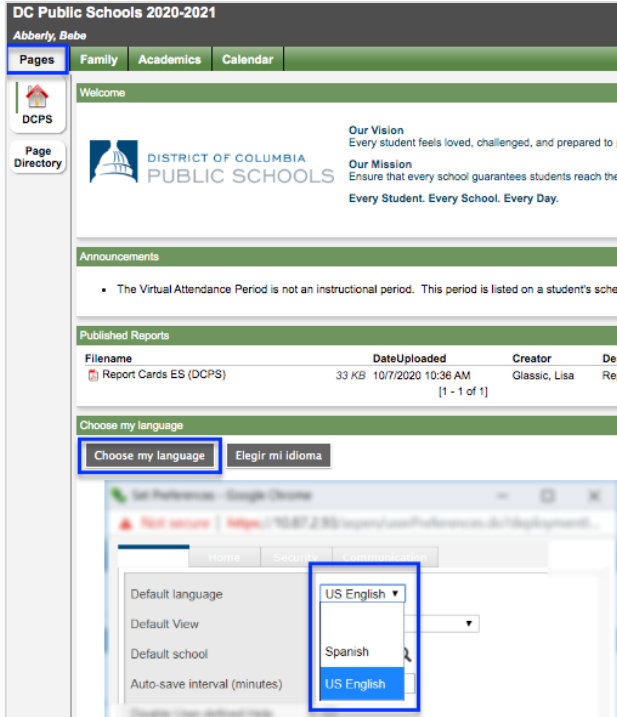


9. You are immediately logged into **Aspen**.

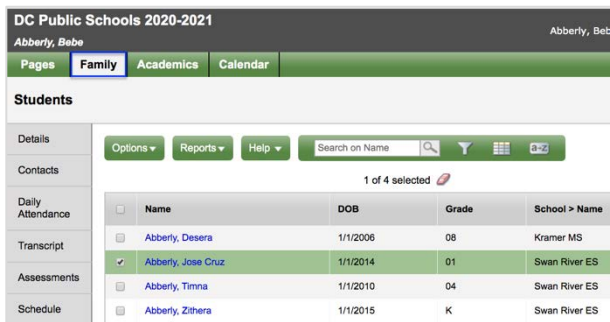


Use of the Aspen Parent Portal:

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**



- The Side Tabs **Details** and **Contacts** allows you to confirm that information from the enrollment forms were entered correctly

Students :: 01 - Abberly, Jose Cruz

Details

Options Reports Help

Cancel Default

Demographics Addresses Ethnicity Photo

Name	Abberly, Jose Cruz	School > Name	Swan River ES
Pupil Number	20029218	Year of graduation	2032
USI	5243020561	Grade level	01
Gender	F	Enrollment status	Active
Date of birth	1/1/2014 Age 6	Homeroom	116

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

Students :: 01 - Abberly, Jose Cruz

Options Reports Help Search on Date

1:1/15/2020 0 of 56 selected

Absences: 35.0 (21.0 unexcused) Tardies: 21 (21 unexcused)

<input type="checkbox"/>	Date	Code	Reason	Tardy?
<input type="checkbox"/>	1/15/2020	A		N
<input type="checkbox"/>	12/9/2019	T		Y
<input type="checkbox"/>	10/3/2019	T		Y
<input type="checkbox"/>	9/17/2019	T		Y

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

Pages Family Academics Calendar

Classes :: Abberly, Jose Cruz - AB1-Morgan St. - Elementary Grade 1

Options Reports Help Search on Date

0 of 2 selected

<input type="checkbox"/>	Date	Code
<input type="checkbox"/>	10/8/2020	A
<input type="checkbox"/>	10/2/2020	A

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

DC Public Schools 2020-2021

Abberly, Bebe

Pages Family Academics Calendar

Welcome

Our Vision: Every student feels loved, challenged, and prepared to positively impact the world.

Our Mission: Ensure that every school guarantees students reach their full potential. Every Student. Every School. Every Day.

Announcements

- Important Maintenance Notice: The Aspen servers will be unavailable from 8pm to 12am on Thursday, October 22, 2020.
- The Virtual Attendance Period is not an instructional period. This period is listed on a student's schedule during this instructional period. If you have any questions, then please reach out to your school.

Published Reports


Filename	DateUploaded	Creator	Description
Report Cards ES (DCPS)	10/7/2020 10:36 AM	Glassic, Lisa	Report card for Abberly, Jose Cruz

9. Select the **Report Card** to download and then open when prompted.

CONFIDENTIAL
Parent or guardian of
Jose Cruz Abberly
3224 Minnesota Ave. SE
Washington, DC 20021

Swan River ES
TEL : null | Principal:
District of Columbia Public Schools

1st grade report card (term 1) printed on October 7, 2020 for:
Jose Cruz Abberly
Student ID: 20029218
Homeroom Teacher: **Leah Hughes**



Jose Cruz's attendance:
Days unexcused: 0
Total days absent: 0

Reminder:Please be aware that your child is at risk of grade level retention if he/she accrues more than 30 unexcused absences this school year or receives a mark of "1" in two or more academic terms this school year in one or more core subject (Reading/ELA, Math, Social Studies).

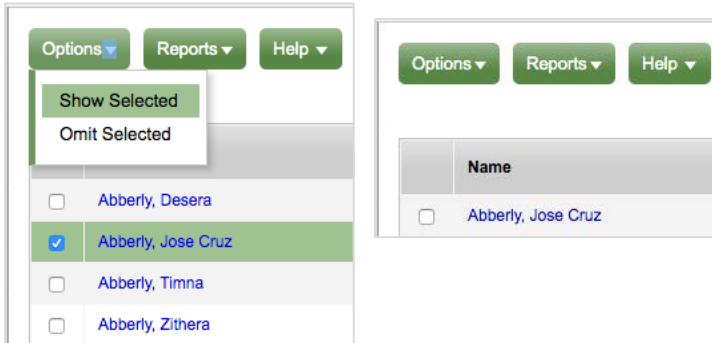
Your student has excellent attendance! Keep it up, Jose Cruz!

Jose Cruz's grades:

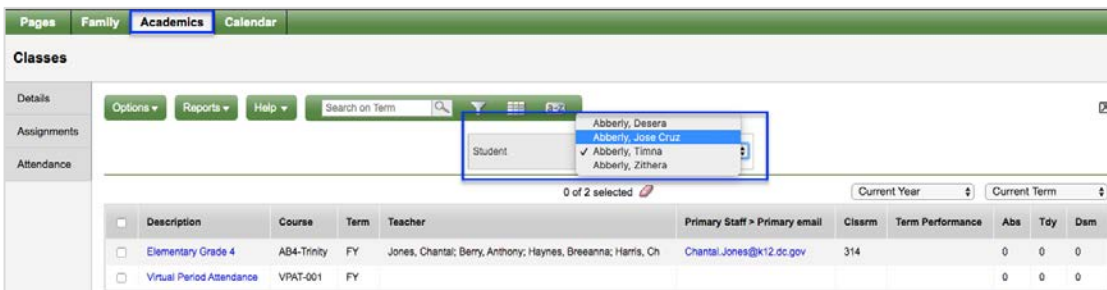
Grade	Standard	Description	Term					
			1	2	3	4		
4	Exceeds expectations for this grade level!	Advanced Student takes initiative to exceed the standard; consistently produces excellent work, applying skills/concepts correctly; shows creativity and insight.	I - Independently	LP - With limited prompting				
3	Meets expectations for this grade level	Proficient Student produces work that meets the standard; frequently produces work of high quality; applies skills/concepts correctly.	R - Rarely	FP - With frequent prompting				
2	Approaches expectation for this	Basic Student shows a basic working knowledge of skills/concepts; produces satisfactory work; usually applies skills/concepts	Work Habits, personal and social skills					
			Follows directions.		4			
			Completes class work on time.		4			

Aspen Parent Portal 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.

Daily Attendance Details					
Absences: 35.0 (21.0 unexcused) Tardies: 21 (21 unexcused)					
	Date	Code	Reason	Tardy?	School > Name
Transcript	1/15/2020	A		N	Swan River ES
Assessments	12/9/2019	T		Y	Swan River ES

- 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.

