

# ASPEN - QUICK TIPS

## LOG ON TO THE SYSTEM & SETTING UP PASSWORD RE-SET SELF SERVICE

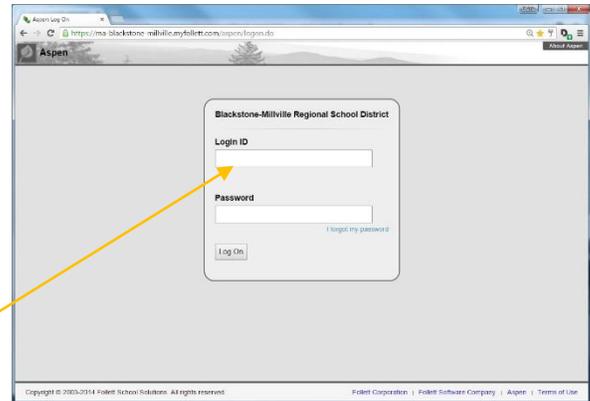
### LOGGING IN

The link to the Aspen log in page is:

<https://ma-blackstone-millville.myfollett.com/>

You can use this link from home, any computer with an internet connection, or a smartphone

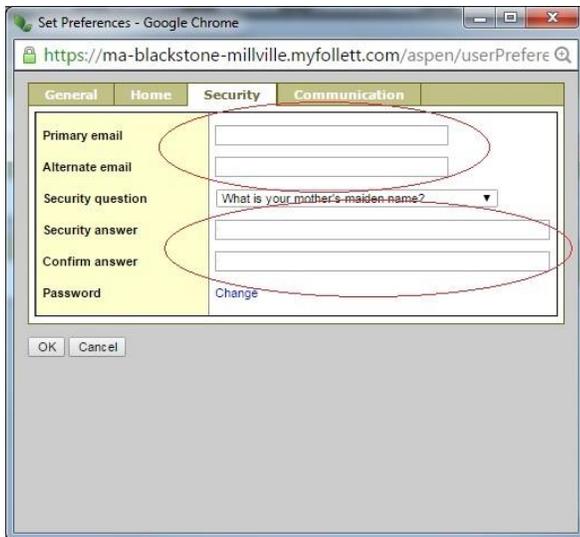
Here you will enter your Login ID and your password (it is case-sensitive), and then click on the Log On button.



### SETTING UP PASSWORD RE-SET SELF SERVICE

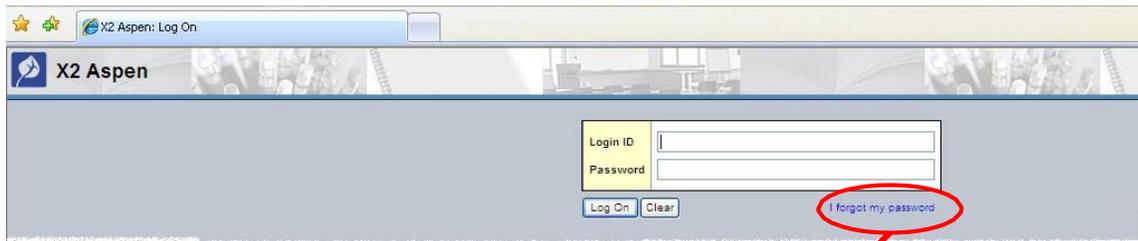
Aspen has a feature that allows users to change their own password and also have a temporary password automatically generated and e-mailed to you if you forget your password. No need to go through tech support and have to wait.

- Log on to Aspen and you will automatically be on the X2 home page.
- You need to select Set Preferences, near the top, right corner of your screen.



- Now click on the Security tab.
- Fill in your primary e-mail, which is the address you want all school communication to go to. You can enter an additional email address. This could be any other e-mail address you have.
- Pick a security question from the drop-down menu. Type in the answer your question.
- Click OK. The system will ask for your password again, to confirm your identity.

Now you are set up for password self-service.



If you ever forget your password, simply click on the “I forgot my password” link on the Login page.

When you click that link, a dialog box will appear asking for your Login ID and the e-mail address, that you entered earlier. After entering those fields, click the Continue button.

**Password Reset**

Login ID

Primary email

Continue Cancel

**Password Reset**

Login ID

Primary email

What is your mother's maiden name?

Submit Cancel

Next you will see a dialog box that will ask you your security question. Answer the question and click the Submit button.

In a few moments you will receive an e-mail that will give you a temporary password. Use that password to log into the system. You will be immediately asked to change your password from the temporary one you just used to a new password of your choice.

\* Please Note: Passwords in X2 are case sensitive; which means that G and g are different letters. Also, while O and o are letters, 0 is a number.

Additional directions and helpful tips can be found at the Self-Help website. It is linked in the Announcements banner when you first log into Aspen. Just look for the big, red HELP button.