

ASPEN ~ Parent Portal Information

The parent portal feature of the Aspen student information system provides you with information about your child's attendance and performance in class.

If you have multiple students (grades 4-12) within the Portsmouth School System, you will be given **one login account** for the district that provides you with portal access for your family.

To request access to the portal (**new accounts**), send an email to:
familyportal@portsmouthschoolsri.org.

Please include the following information for each of your children in Grades 4-12:
a. Student's Name; b. Current Grade in School; c. Date of Birth; d. Parent's Name

When your account is created, an e-mail will be sent to you with your login name and a temporary password.

The first time you login, you will be notified that "Your password has expired. Please create a new one." You must adhere to the following requirements for new passwords:

- Minimum length is 7
- At least one number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Then, **and this is very important**, please set up your **Preferences**. This will allow the system to send you an email with a temporary password should you forget your password.

- Go to the top right hand corner of the window and click on "**Set Preferences**".
 - On the top "**Security**" Tab, please **input your email account address**,
 - Choose a "Security Question" and "Answer".
 - "Confirm Answer"
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Directions for logging into the Family Portal:

To login to the **Aspen Portal**, type the following in your Web browser's address or location box: <https://ri-portsmouth.myfollett.com/aspen/logon.do> (If this link does not open the login page, please copy and paste the address into your web browser.)

Or go to the Portsmouth District website (www.portsmouthschoolsri.net); select "Portsmouth High School" from the "Schools" top-tab; click on "ASPEN Portal" side-tab on the left and then on the "ASPEN Login" pop-out menu option.

By using the Login ID and default password, you agree to the following terms:

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**Portsmouth High School
Family Portal
ACCEPTABLE USE GUIDELINES & PARTICIPATION FORM**

Portsmouth School Department is offering Aspen Family Portal as a means to further enhance communication with parents and to further promote educational excellence. Family Portal allows parents to view their own child's school records anywhere, anytime. In response for the privilege of accessing the site, every parent is expected to act in a responsible, ethical and legal manner. Family Portal is available to every parent or guardian of a student enrolled in Portsmouth High School. Parents are required to adhere to the following guidelines:

1. Parents will not share their password with anyone.
2. Parents will not attempt to harm or destroy data of their own children, of another user, school or district network or the Internet.
3. Parents will not use Family Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
4. Parents will not access data or any account owned by another parent. Parents who identify a security problem with Family Portal must notify familyportal@portsmouthschoolsri.org without demonstrating the problem to anyone else.
5. Parents who are identified as a security risk to Family Portal or any other Portsmouth School Department systems, computers or networks, will be denied access to Family Portal.
6. Parents are expected to consider that teachers are afforded a 10 school day time period from the end assignment date before posting the grade.
7. I understand that if I violate any terms of these guidelines that I may lose my privilege to use Family Portal, and may be liable for civil and/or criminal consequences.