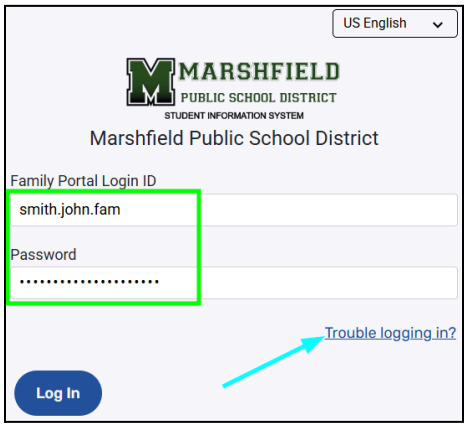
Marshfield Public Schools

Updating Parent and Student Information via Your Aspen Family Portal Account



Please log in to your Family Portal account at https://aspen.mpsd.org. Parent and Student information can only be updated through a Family account, *not* a *Student account.* If you are trying to complete the workflow on a mobile device, you will need to switch to Full Site view after logging in.

As a reminder, Family Portal login IDs are in the following format: *lastname.firstname.fam* (for example, smith.john.fam). If you are unable to access the portal, please click **Trouble Logging In?** before contacting aspen@mpsd.org for assistance.

On the Aspen Home Page (lower left), you will see several Workflow windows that allow you to update information for various purposes. There are three workflows that you will need to complete:

Student Information Update: This workflow allows families to:

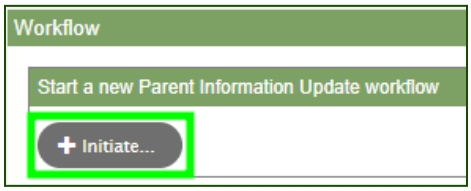
- View, but not update, parent/guardian contact information (contact your school to add/change contacts)
- Update secondary emergency contacts
- Sign off on the student handbook, photo consent, and computer/Internet policy
- Update home language, military family information, and SEPAC/PTO participation (elementary)
- Electronically sign off (parent and student) on MPSD policies
- This workflow **MUST** be completed for each student in the family each year.

Student Health Information Update: This workflow is new for 2025-26, and is a vitally important part of providing a safe and healthy environment for your student(s).

- This workflow **MUST** be completed for each student in the family each year.

Parent Information Update: This allows parents/guardians to verify or update their own contact information.

To start a workflow, click the ***"Initiate"*** button for the desired workflow.



In the window that pops up, click the Magnifying Glass next to "Student" *(in the Student Information Workflow) or* "Contact" *(in the Parent Information Workflow)* to choose the appropriate person. Select the radio button next to the desired name, click "***OK***" and then ***"Next."***

When the form appears, make sure the desired person's name is at the top. If you have selected the wrong person, do not click the back button; click ***"Cancel"*** and start again.

Please read through all the information on the page and answer all questions, using the scroll bar on the right to move up and down the page. Most questions are yes or no answers, and some are boxes where you may need to fill in information.

After completing a form, click the ***"Next"*** button in the lower left corner. Then, submit the form by clicking the ***"Finish"*** button in the lower right corner. The workflow window will automatically close, indicating that the information has been submitted. If you close this box without clicking ***"Finish"***, the form information will NOT be submitted. Please note that it may take up to two business days to verify and approve the changes you make using these workflows.