

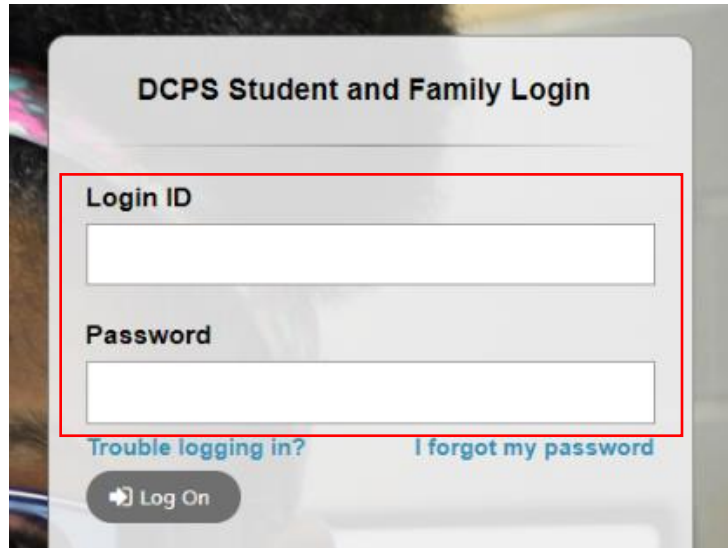
## 24-25 学年家长在线注册指南

### 创建和访问帐户

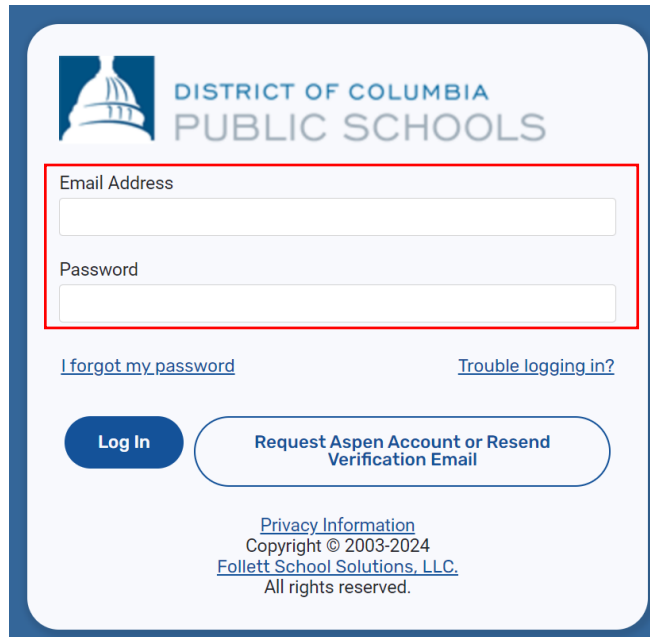
本文件指导家长完成帐户创建和访问过程。从未注册过 DCPS 的新生家长将创建一个新帐户。返校学生家长将使用现有的 Aspen 家长门户网站登录信息。

#### 访问在线注册：返校学生的家长

1. 确认您可以访问 [Aspen 家长门户网站](#)。

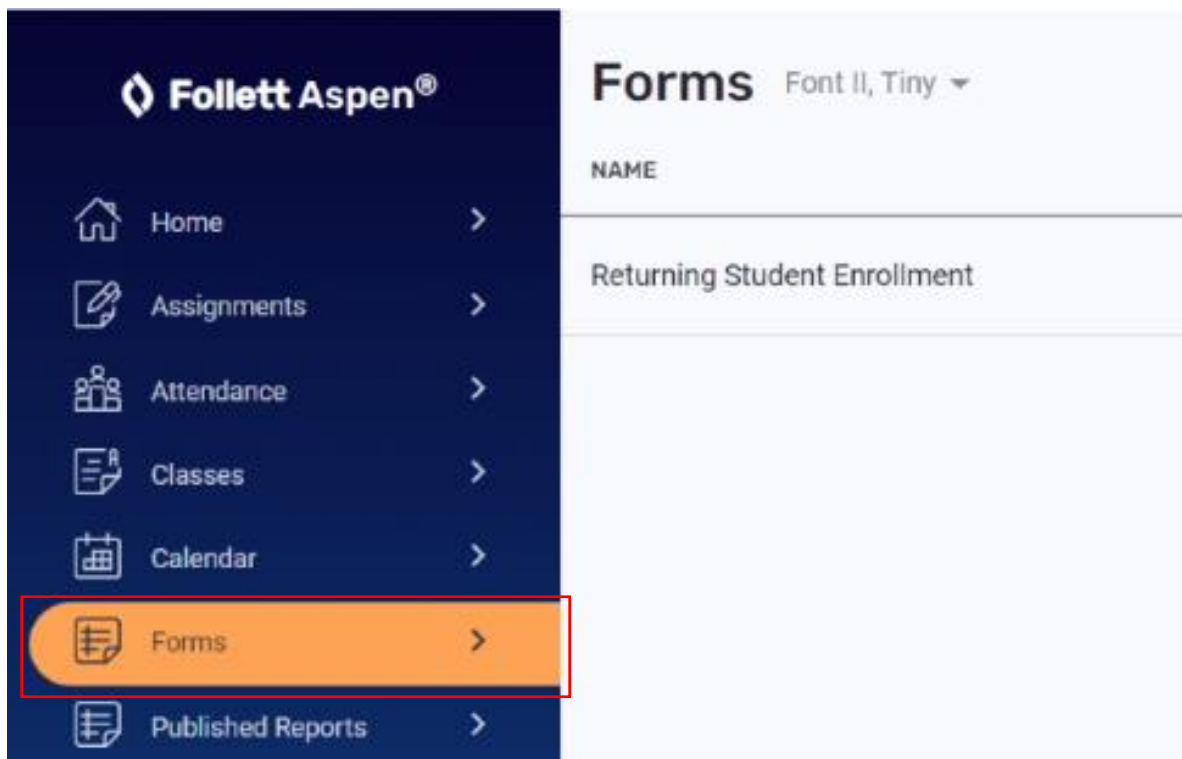


- a. 如果您成功登录您的家长门户网站帐户，请使用相同的电子邮件地址作为登录 ID 和密码登录在线注册平台: <https://aspen.dcps.dc.gov/aspen-login/go>
  - b. 如果您以前使用过 Aspen 家长门户网站但无法登录或者您认为自己有帐户，请使用“**I forgot my password**”选项。输入您向学校提供的电子邮件地址作为登录 ID，然后选择“**I forgot my password.**”按照步骤操作。
  - c. 如果您从未访问过您的家长门户网站帐户或无法重设密码，请联系您的学校注册联系人，并要求他们检查您在 Aspen 中输入的电子邮件地址是否正确。
2. 登录在线注册平台: <https://aspen.dcps.dc.gov/aspen-login/go>



The image shows a login form for District of Columbia Public Schools. It features a header with the school's logo and name. Below the header are two input fields: "Email Address" and "Password". A red rectangular box highlights these two fields. Underneath the input fields are two links: "I forgot my password" and "Trouble logging in?". At the bottom of the form, there are two buttons: a blue "Log In" button and a white button with a blue border labeled "Request Aspen Account or Resend Verification Email". At the very bottom, there is a footer with links for "Privacy Information" and "Copyright © 2003-2024 Follett School Solutions, LLC. All rights reserved."

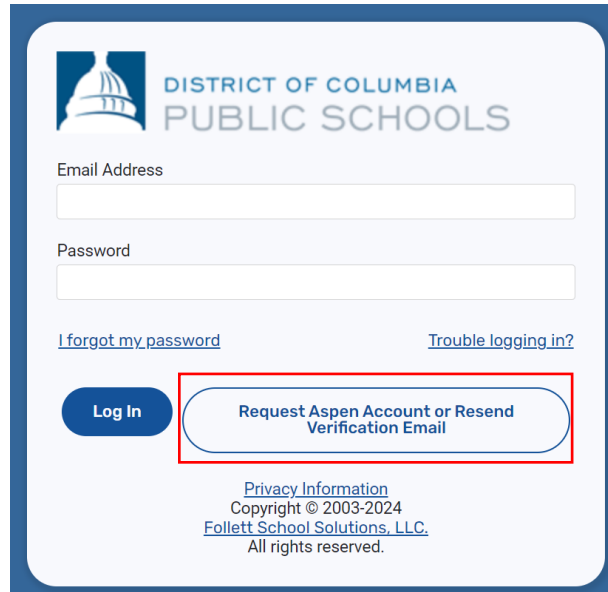
3. 从侧面选项卡中选择“Forms”，在页面顶部找到学生的姓名，然后选择“New”以重新注册。



The image is a screenshot of the Follett Aspen user interface. On the left is a dark blue sidebar with the Follett Aspen logo at the top. Below the logo are several menu items, each with an icon and a right-pointing chevron: Home, Assignments, Attendance, Classes, Calendar, Forms, and Published Reports. The "Forms" menu item is highlighted with a red rectangular box. The main content area on the right is light gray and has the title "Forms" with a dropdown menu showing "Font II, Tiny". Below the title is a section labeled "NAME" with a horizontal line. Underneath the line, the text "Returning Student Enrollment" is visible.

## 访问在线注册：新生家长

1. 访问在线注册平台: <https://aspen.dcps.dc.gov/aspen-login/go>
2. 建立一个帐户。
  - a. 点击“**Request Account**”按钮。



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Email Address

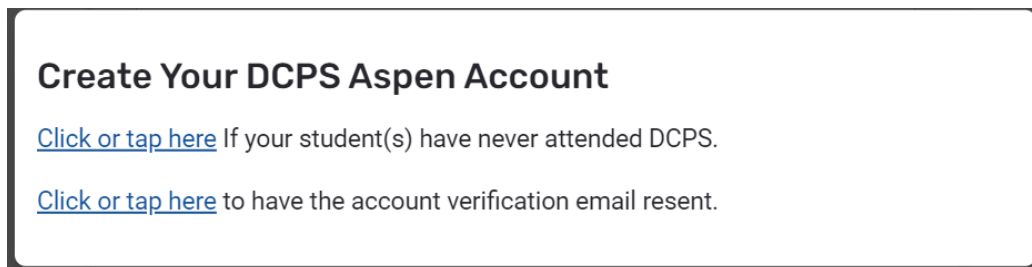
Password

[I forgot my password](#) [Trouble logging in?](#)

**Log In** **Request Aspen Account or Resend Verification Email**

[Privacy Information](#)  
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- b. 如果您的孩子（们）从未就读过 DCPS，请选择“Click or tap here”按钮。



**Create Your DCPS Aspen Account**

[Click or tap here](#) If your student(s) have never attended DCPS.

[Click or tap here](#) to have the account verification email resent.

- c. 按照提示操作，提供有效的电子邮件地址并创建密码。填写“**Personal Information**”和“**Account Information**”选项卡。



### Create Your Aspen Account

**PERSONAL INFORMATION** ACCOUNT INFORMATION

First Name

Last Name

Address Line 1

Address Line 2 (Optional)

City

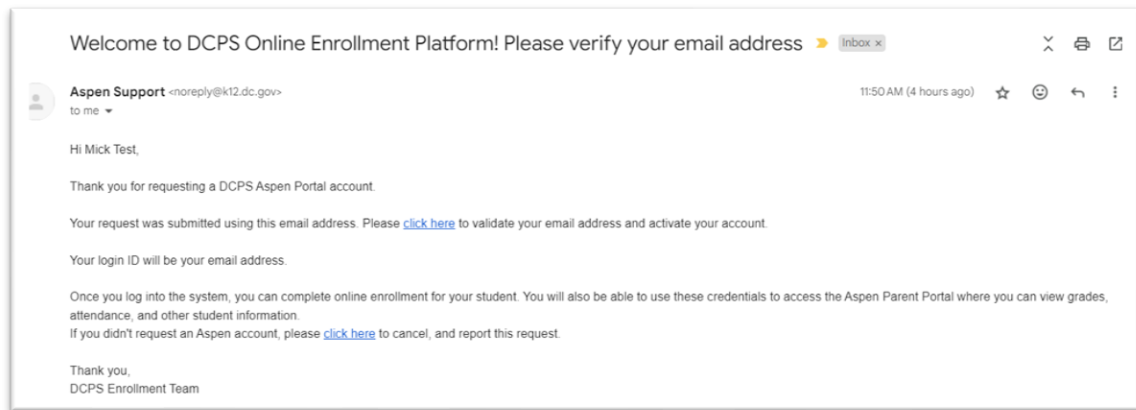
State/Province  
AK ▾

Postal Code

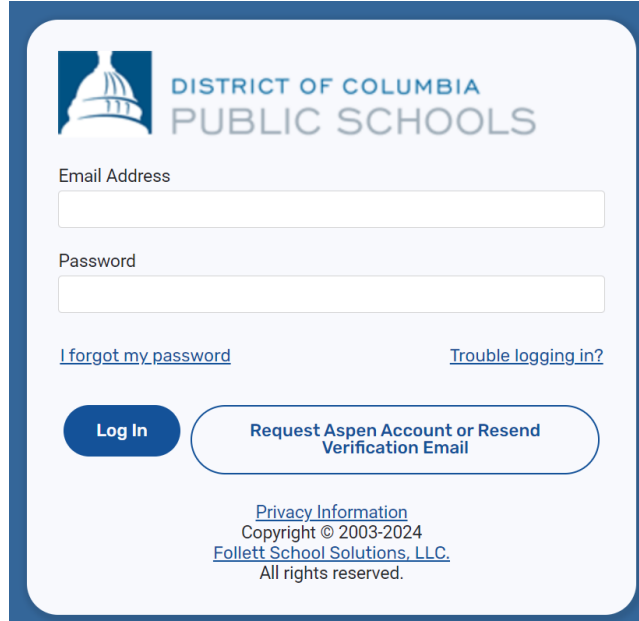
Primary Phone

[Previous](#) [Next](#) [Close](#)

3. 验证您的帐户。
  - a. 验证电子邮件将发送到您指定的电子邮件地址。 如果您没有收到验证电子邮件，请检查您的垃圾箱或垃圾邮件。



- b. 请点击电子邮件中的确认链接来验证您的帐户。
- c. 完成后，您的帐户将被激活，您将可以使用刚才输入的电子邮件和密码登录。



The image shows a login form for District of Columbia Public Schools. It features the school's logo and name at the top. Below the logo are two input fields: "Email Address" and "Password". Underneath the password field are two links: "I forgot my password" and "Trouble logging in?". At the bottom of the form are two buttons: "Log In" and "Request Aspen Account or Resend Verification Email". At the very bottom, there is a footer with links for "Privacy Information", "Copyright © 2003-2024", "Follett School Solutions, LLC.", and "All rights reserved."

4. 返回在线注册平台并使用创建的电子邮件地址和密码登录。
5. 登录后，从侧面选项卡中选择“**Enroll Student**”，然后选择“**Initiate**”开始在线注册过程。

