

SY24-25 Online Enrollment Guidance for Families

Account Creation and Access

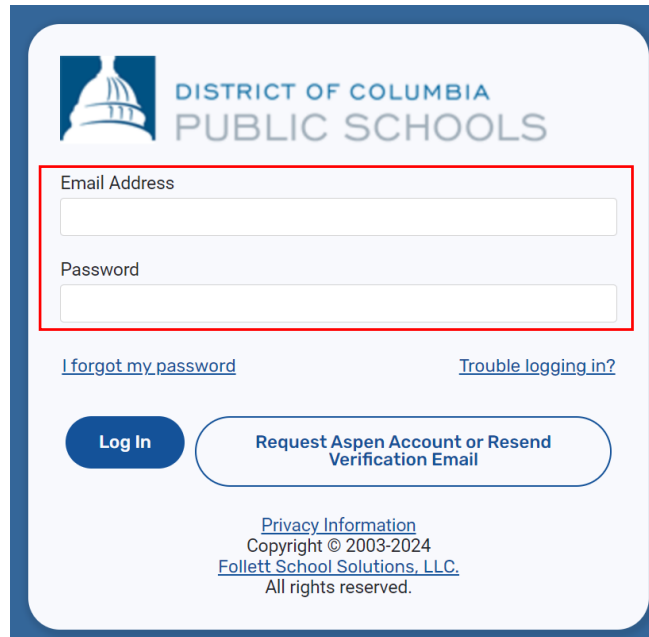
This document guides families through the account creation and access process. New families who have never enrolled in DCPS will create a new account. Returning families will use existing Aspen Parent Portal credentials.

Accessing Online Enrollment: Returning Families

1. Verify you have access to [Aspen Parent Portal](#).

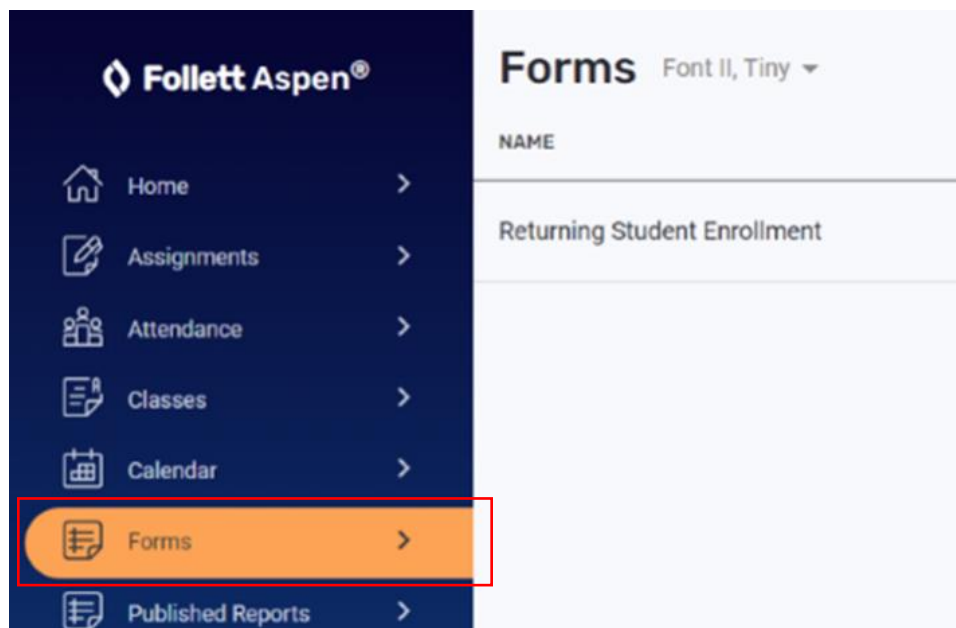


- a. If you login to your Parent Portal account successfully, please use the same login ID email address and password to log into the online enrollment platform: <https://aspen.dcps.dc.gov/aspen-login/go>
 - b. If you have used your Aspen Parent Portal before but cannot login or you believe you have an account, use the “**I forgot my password**” option. Enter the Login ID which is the email address you provided to the school then select “**I forgot my password.**” Follow the steps.
 - c. If you have never accessed your Parent Portal account or cannot reset your password, please contact your school enrollment POC and ask them to check that your correct email address is entered in Aspen.
2. Log in to the online enrollment platform: <https://aspen.dcps.dc.gov/aspen-login/go>



The image shows a login form for District of Columbia Public Schools. At the top left is the school district logo. To its right, the text "DISTRICT OF COLUMBIA PUBLIC SCHOOLS" is displayed. Below the logo and text 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?". Below the links are two buttons: a dark blue "Log In" button and a white button with a blue border labeled "Request Aspen Account or Resend Verification Email". At the bottom of the form, there is a footer with the text: "Privacy Information", "Copyright © 2003-2024", "Follett School Solutions, LLC.", and "All rights reserved."

3. Select **"Forms"** from the side tab, locate the student's name at the top of the page, and select **"New"** to re-enroll them.



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 an orange background and is enclosed in a red rectangular box. To the right of the sidebar, the main content area has a header "Forms" with a dropdown menu "Font II, Tiny". Below the header is a table with a "NAME" column. The first row of the table contains the text "Returning Student Enrollment".

Accessing Online Enrollment: New Families

1. Visit the online enrollment platform: <https://aspen.dcps.dc.gov/aspen-login/go>
2. Create an account.
 - a. Click on the "Request Aspen Account" button.



- b. Select the "Click or tap here" button if your student(s) have never attended DCPS.

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. Follow the prompts, provide a valid email address, and create a password. Complete both the "Personal Information" and "Account Information" tabs.

Create Your Aspen Account

PERSONAL INFORMATION ACCOUNT INFORMATION

First Name

Last Name

Address Line 1

Address Line 2 (Optional)

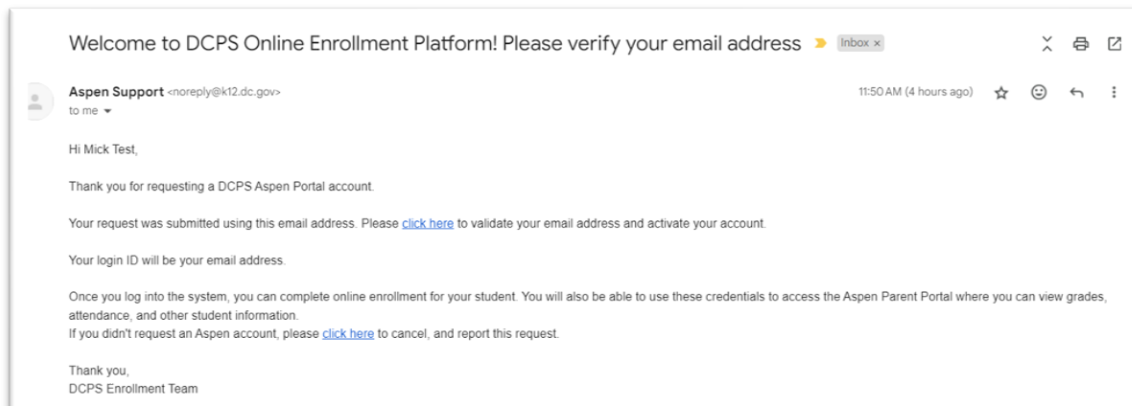
City

State/Province

Postal Code

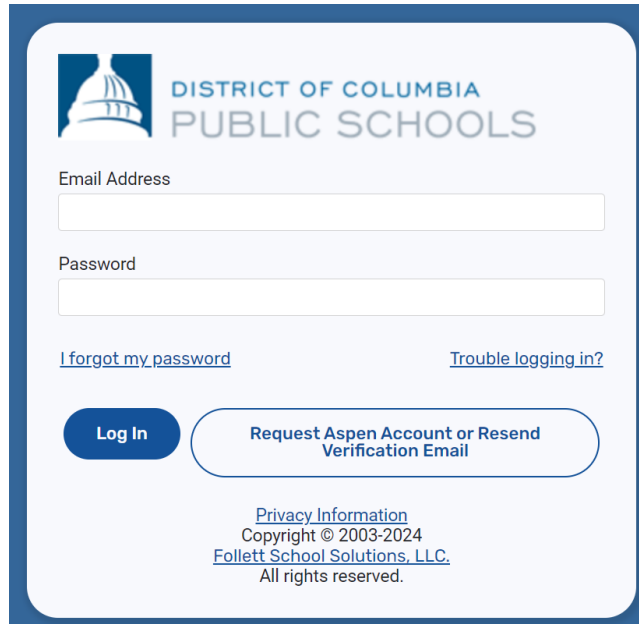
Primary Phone

3. Verify your account.
 - a. A verification email will be sent to the email address you specified. If you do not receive a verification email, check your junk box or spam.



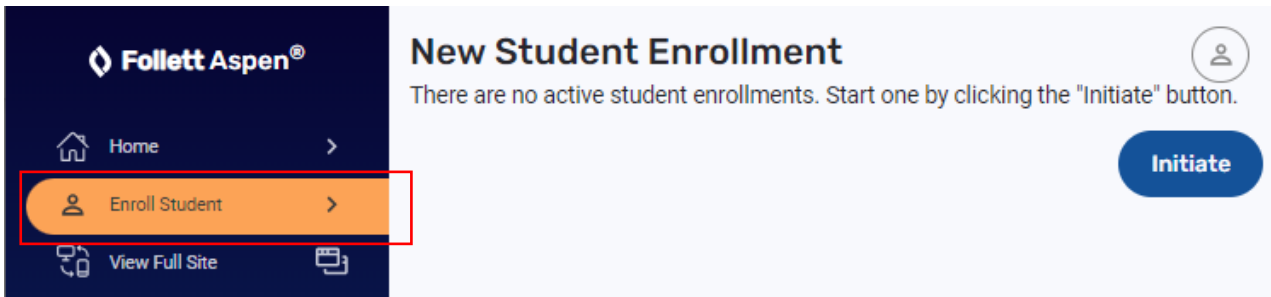
- b. Please click on the confirmation link “**click here**” in the email to verify your account.

- c. Once completed, your account will be activated, and you'll be able to login using the email and password you just entered.



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". There are two links: "I forgot my password" and "Trouble logging in?". At the bottom, there are two buttons: "Log In" and "Request Aspen Account or Resend Verification Email". Below the buttons, there is a link for "Privacy Information" and copyright information: "Copyright © 2003-2024 Follett School Solutions, LLC. All rights reserved."

4. Return to the online enrollment platform and login with the email address and password created.
5. Once logged in, select **"Enroll Student"** from the side tab and then select **"Initiate"** to start the online enrollment process.



The image shows a screenshot of the Follett Aspen enrollment platform. On the left is a dark blue sidebar with the Follett Aspen logo at the top. Below the logo are three menu items: "Home" with a house icon, "Enroll Student" with a person icon, and "View Full Site" with a mobile phone icon. The "Enroll Student" item is highlighted with a red box. On the right is the main content area with the heading "New Student Enrollment" and a sub-heading "There are no active student enrollments. Start one by clicking the 'Initiate' button." Below the sub-heading is a blue button labeled "Initiate".