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
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.
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.

   ![Request Aspen Account Image]

   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.
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.

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.