

Aspen Information – Login and more

What information will be available when I log on to Aspen?

Each **August 1**, parents will be able to review emergency contact information and bus route information (see #6) through Aspen. Schedule information for the new school year will be posted only at the **end of August** (see #7).

Will additional information be available during the school year?

Yes. Interim reports and report cards will be posted to Aspen. In addition, as teachers become more familiar with Aspen, many will be posting assignments and grades that are classroom-specific. Teachers have been engaged in Aspen training and are at different levels in learning how to incorporate the portal into their practice. As a result, individual teachers may provide more information than others.

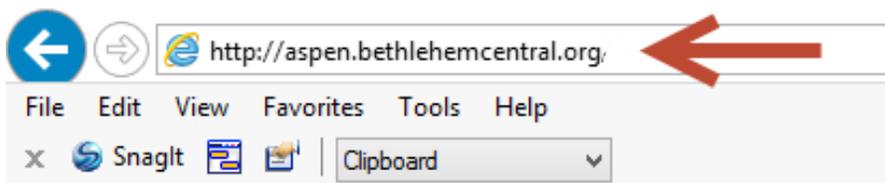
Is my child's information secure?

Aspen protects student data with the same advanced technology your bank uses to protect your financial accounts. We have carefully configured the system to ensure your child's information is confidential and can only be retrieved by you and authorized school personnel.

What if I forget my password?

If you forget your password, click on the blue "I forgot my Password" link provided on the logon page. A password reset dialog box will appear. Enter your Login ID and primary email address registered in Aspen and click CONTINUE. If you cannot get a temporary password this way, email BCSD Aspen Help at bcsdaspen@bcsd.neric.org. Please include information about yourself and your student so we are able to verify your identity.

1. Link to the Aspen homepage directly . . .



or from the district website at www.bethlehemschools.org



2. Enter your Login ID and password. Note: your Login ID (all lowercase) and email address registered in Aspen are case sensitive.

Bethlehem Central Schools

Login ID
Enter the Aspen Login ID you were provided here.

Password
Enter your Password or the Temporary Password you were provided here.

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

Click on "I forgot my password" to get a Temporary Password sent to your registered email address.

If you have a Temporary Password, you'll need to change that password from a computer not a cell phone or iPad. Also, the Temporary Password (4letters, 3 numbers, 4 letters) and email address are case sensitive

After you enter your Login ID and Temporary Password, you will see the message: "Your password has expired. Please create a new one." Click on "OK," put the Temporary password in Current Password and then create a new password according to the requirements listed below.

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Current Password:

New Password:

Confirm New Password:

Your password has expired. Please create a new one.

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Current Password:

New Password:

Confirm New Password:

3. Enable future password recovery with a security question

Security Preferences Update

To enable self serve password recovery, please provide the following information

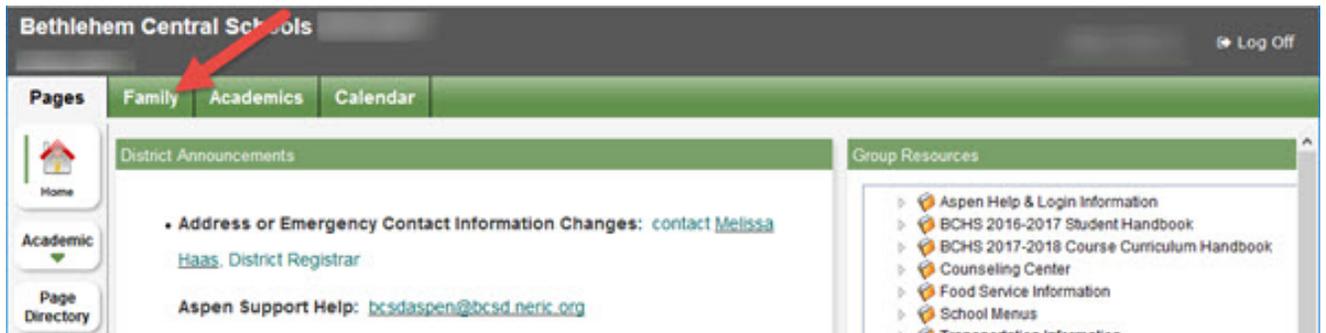
Primary email:

Security question:

Security answer:

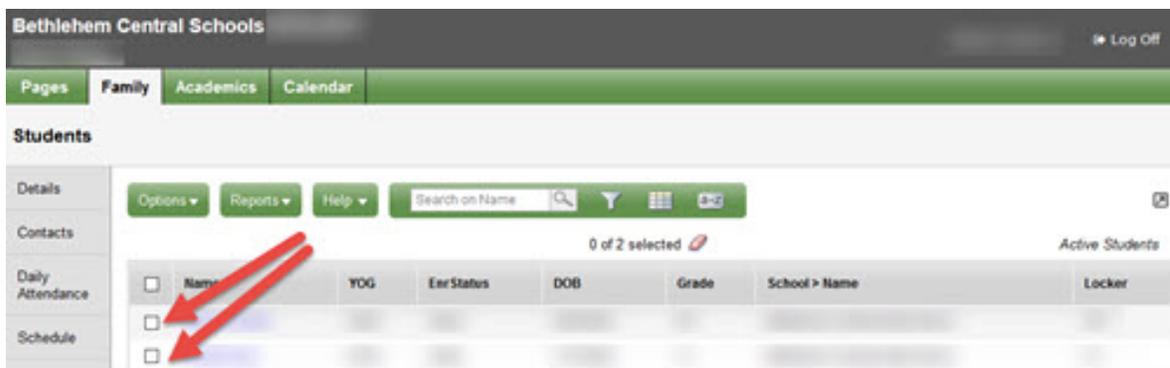
Confirm answer:

- Once you log in, your family's homepage will appear and you will click on the "Family" tab to access your student's information.

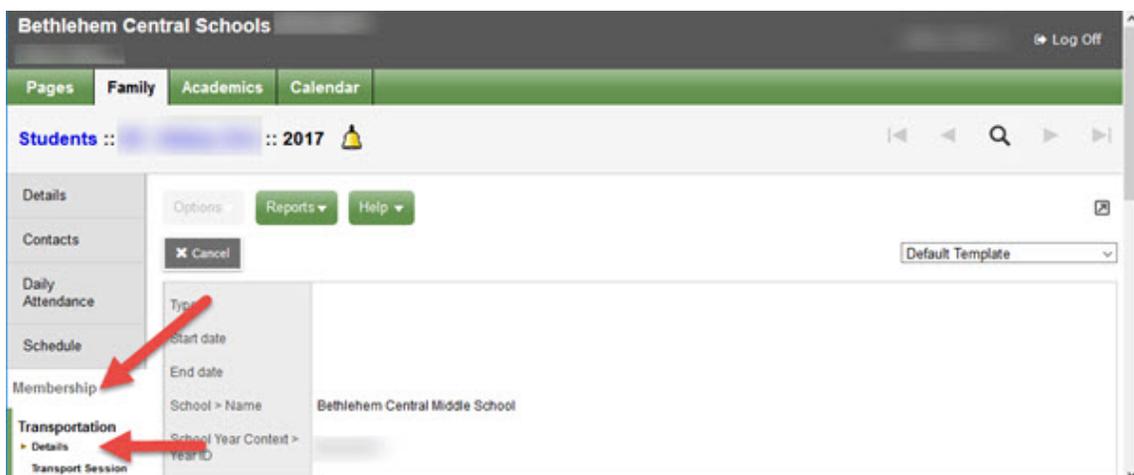


- If you have more than one student, you will need to select a student (click in box before name or on the student's name) before seeing any student information.

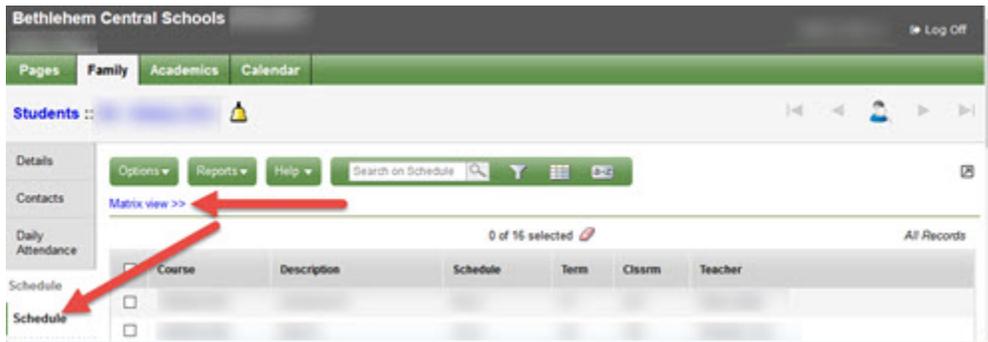
NOTE: various tabs will not be available at certain times of the year while the system information is being updated. Example: Schedule side tab will not be available until the end of August of the new school year.



- Click on the "Membership" side tab and then the Transportation Details section to access Bus Route information.



7. At the end of August, click on the “Schedule” side tab to access your student’s schedule. You will not see the schedule tab before the end of August.



8. Click on the “Documents” side tab then Documents Details to access report cards and other documents that will be posted in this location throughout the year.

