# Hunterdon Central Aspen Parent/Guardian Account Creation

1. You will receive an email containing a private security code that you will use to create your Aspen Parent/Guardian account. This account will enable you to log into the Aspen Family Portal and view your student's schedule, grades, attendance, and other school information. Additionally, you will use your Aspen account to assist with selection of next year's courses, complete required school forms, and complete additional processes such as signing up to participate in athletics. Please note that a security code will only be sent to those with a valid email address on record with us.

2. Go to the Aspen login page: https://nj-hcrhs.myfollett.com/aspen and click on the "Request an account" link:
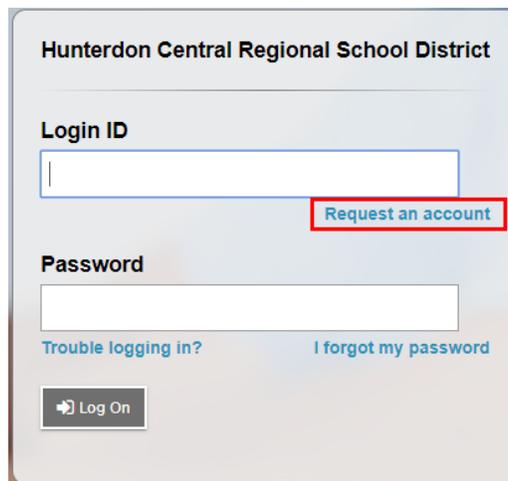
Please note that the "Request an Account" link does not appear on some mobile devices. If you do not see this link, please enter the Aspen website address on a non-mobile device such as a desktop computer or a laptop computer.

3. The following "Account Type" screen should appear. Select "I am a parent new to Aspen" and click "Next Step."
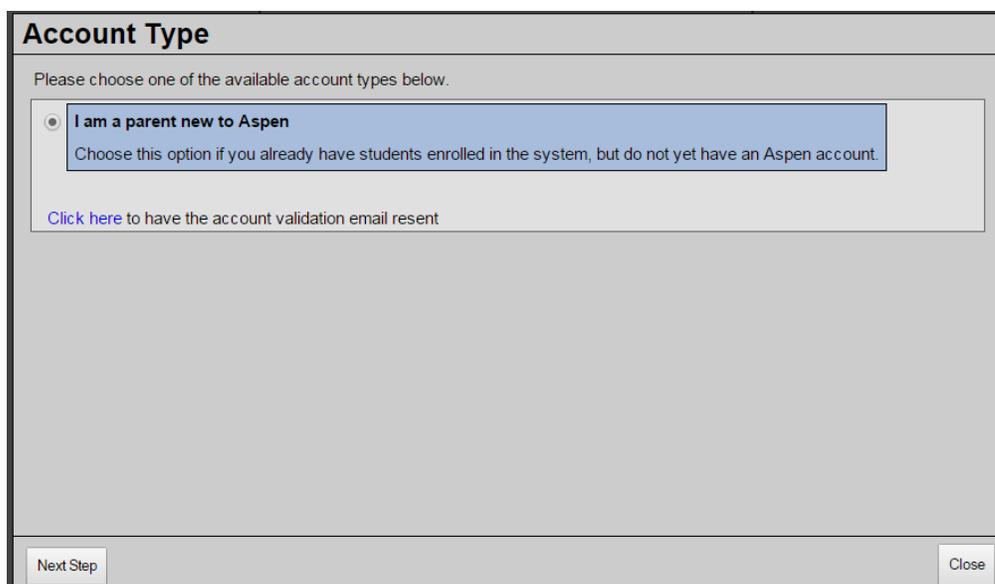
4. On the "Validation Information" screen, enter the security code that you have been provided, as well as your last name. Then click "Next Step."

If validation fails, please check that you have entered the security code exactly as it is printed in the email you received. Please note that it is case sensitive.

5. After you have successfully validated your identity, you will see the "Personal Information" screen. During this step, you will have an opportunity to update your phone information. We highly recommend that you enter a cell phone number so that we have this in our records. Once complete, click "Next Step."

6. On the screen, "Account Information", you will configure your Aspen account. You will set your

primary email address, a password and a security question that will be used for password retrieval.

Account Information

Please fill in your user account information below.

Primary email *	testemail@gmail.com
Confirm email *	
Password *	Requirements
Confirm Password *	
Security question *	What are the last 4 digits of your SSN?
Security answer *	
Confirm answer *	

← Previous Step   Create My Account   ✕ Close

Some notes:

- Your primary email address will be your username. For this reason, we highly recommend that you use an email account that is permanent and unique to you (e.g. not a work email account).
- You may review Aspen's password requirements by clicking on the "Requirements" link. The requirements are as follows:

Password Requirements

- Minimum length is 10
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

- You may choose any of the available security questions. This information is for you only. No one at Hunterdon Central or Aspen will have access to the information that you provide in the security question or answer fields.

Once you have entered your email, password and security question information, click "Create My Account." You should see a confirmation screen, indicating that your Account Request has been Submitted:

Confirmation

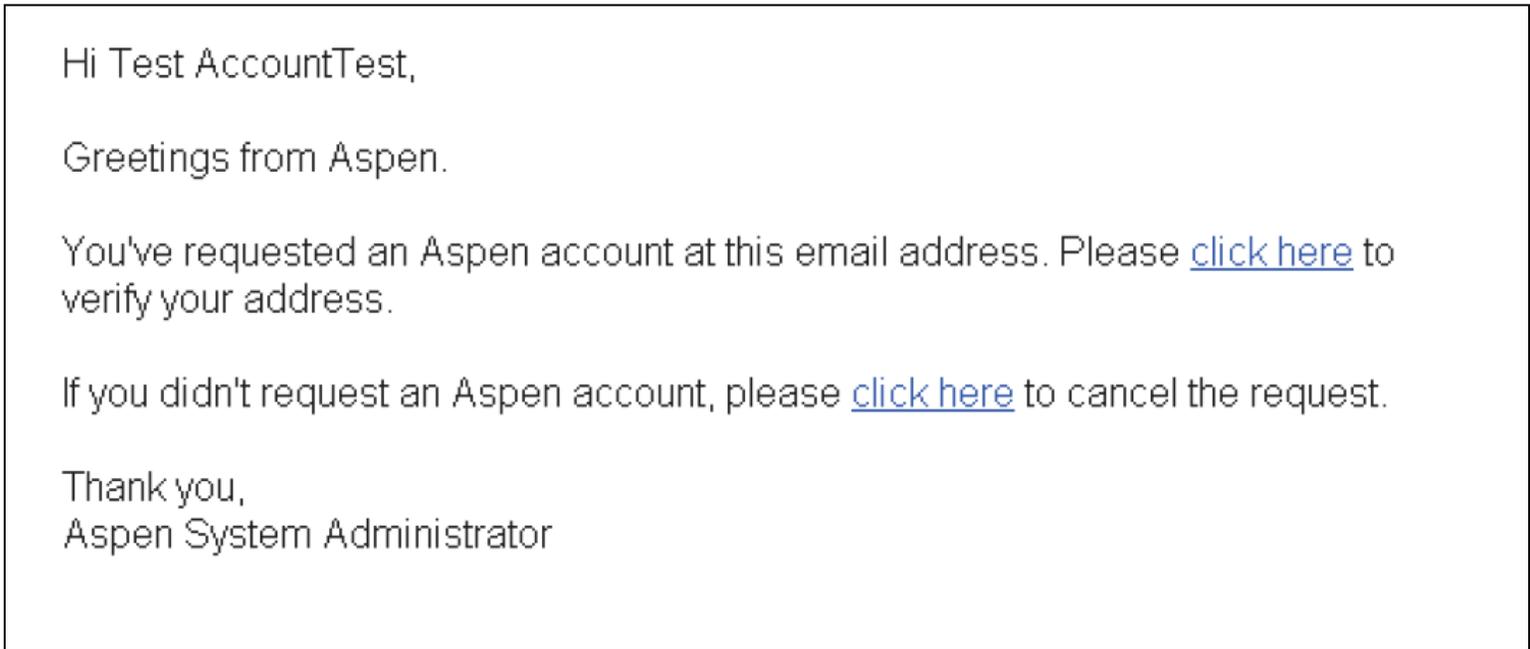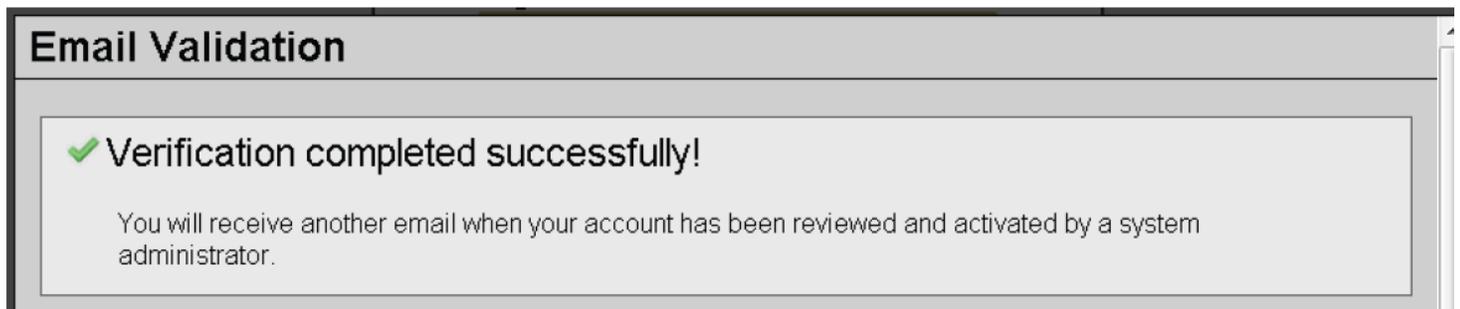✔ **Account request processed!**

Next step
A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account information will be reviewed by an administrator. If accepted, you will be notified by email when your account has been activated.

7. You should then receive an email that allows you to validate the email address you provided in Step 6. You will receive a message similar to the following:

Hi Test AccountTest,

Greetings from Aspen.

You've requested an Aspen account at this email address. Please click here to verify your address.

If you didn't request an Aspen account, please click here to cancel the request.

Thank you,
Aspen System Administrator

You should receive this email very shortly after completing Step 6. Be sure to click the link to validate your email address. Failing to perform this step will prevent your account from being created. Once you click the validation link, you will see the following confirmation screen.

Email Validation

✔ Verification completed successfully!

You will receive another email when your account has been reviewed and activated by a system administrator.

8. Your account request will be reviewed and validated before it is activated. Once this process is complete, you will receive a final email message notifying you that your account has been activated and is ready to use.