



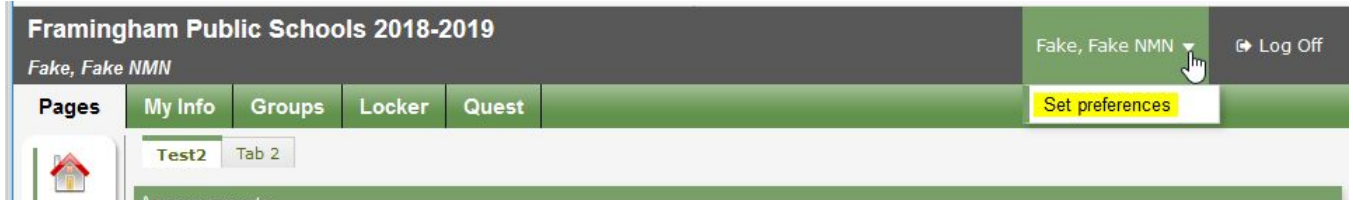
Aspen X2: Setting Your Security Questions for Password Reset

Staff and Students (grades 6-12 only) are encouraged to set up security questions which will enable them to use the password reset option if they forget their password.

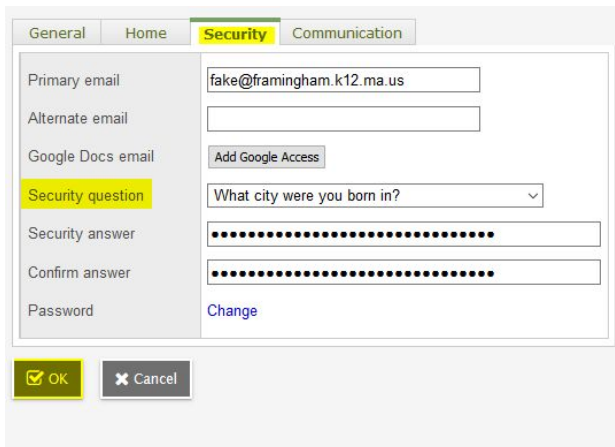
Students in grades K - 5 can not use this feature as they do not have a active FPS email account. .

To set up your security questions:

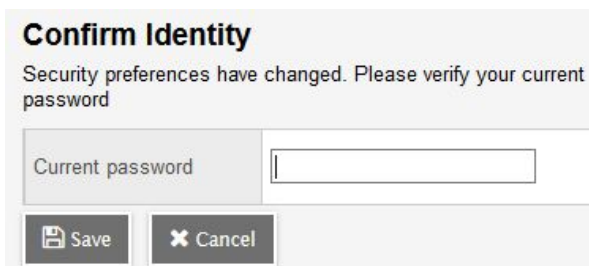
1. Login to Aspen X2
2. Click on the name in the top right side of the home page and select '**set preferences**'



3. Click on the '**Security**' tab
4. Select a security question then type in your answer. **Do not change the primary email.**The password reset system is linked to an FPS email and will not work with another email.



5. Click '**OK**'. You will be prompted for the account password.
6. Enter your password and click '**Save**'.



Note: If a student or staff member enters an incorrect password 10 or more times, their account will be disabled and the password reset function will not work. Please contact the Aspen X2 Helpdesk for an account reset.