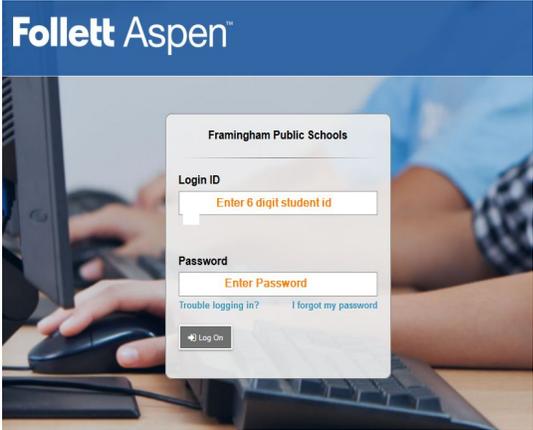
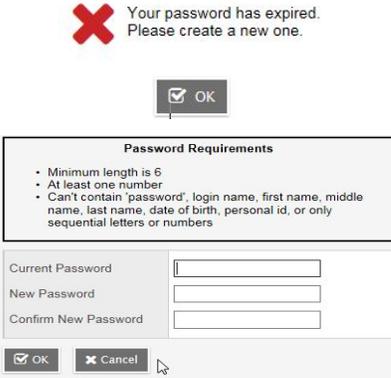




Aspen X2: Login Instructions

STEP	INSTRUCTION	IMAGE
1	<p>Log in to Aspen X2 Portal using this link https://ma-framingham.myfollett.com</p> <p>or through the District Website (see image) www.framingham.k12.ma.us and click on the X2 SIS Icon</p> <p>What is Aspen? <i>Aspen is a secure, web-based student and staff management system.</i></p>	
2	<p>The Login ID is a student's six-digit student ID (LASID) and their preset password.</p> <p>How do I find my students 6-digit LASID ID? <i>Your student's ID can be found on a report card or contact your school's main office.</i></p> <p>What is my students password? <i>Grades K - 5 - if this is the first time you are logging in, your default password is the students birthday in the format YYYYMMDD. If you have logged in prior, then use your <u>existing</u> password.</i></p> <p><i>Grade 6-12 - If your student is in Grade 6 - 12, use their existing password if they have previously logged into the application. If this is the first time you are logging in, use the student birthday as YYYYMMDD</i></p>	
3	<p>If this is the first time you are logging in to Aspen X2 you will receive a message that your password has expired. Click OK to create a new password.</p> <p>Note: the current password is the default password (student's birthday as YYYYMMDD)</p> <p>If you have not logged into Aspen X2 in the last 6 months, you will also be prompted to reset your password.</p>	



Aspen X2: Login Instructions

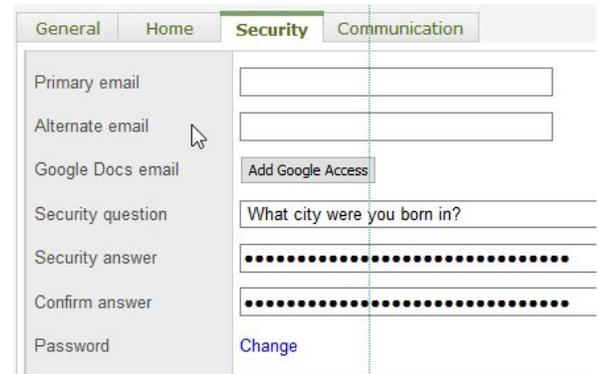
4 Students in grades 6-12 are encouraged to set up security questions which enables the Password Reset option if they forget their password. This password reset option is only available to students in grades 6-12 who have an active FPS email account.

If a student enters an incorrect password 10 or more times, their account will be disabled and the password reset function will not work and you will need to contact the Aspen X2 Helpdesk for an account reset.

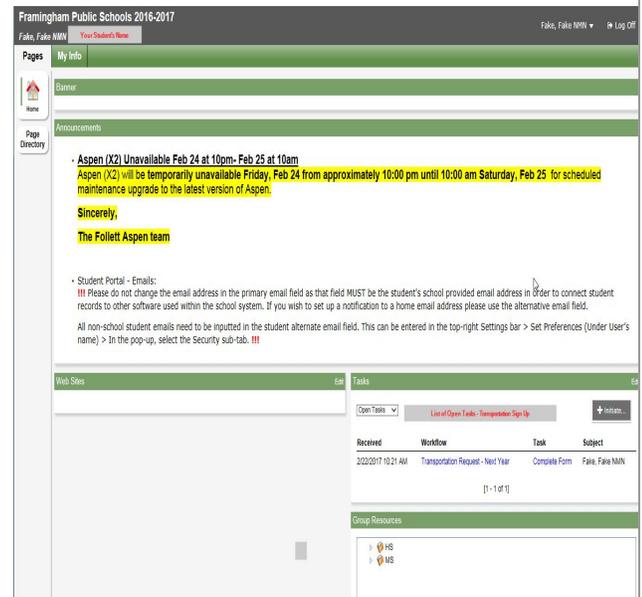
To set the security questions:

- Click on the name in the top right side of the home page.
- Select 'set preferences'
- Click on the 'Security' tab
- Select a security question then type in your answer
- Click 'OK'. You will be prompted for the account password.
- Enter your password and click 'Save'.

NOTE: Do not change the primary email. The password reset system is linked to an FPS email and will not work with another email.



5 Once you have successfully logged in, you will see the home page. From this page you can access transportation documents and schedules.



Contact the Aspen X2 Helpdesk if you have any questions or issues resetting your password
Email: Help@framingham.k12.ma.us or
Call (508)782-6928 8:30am-3pm Monday through Friday