

Introduction to the ASPEN Family Portal

Welcome to the ASPEN Family Portal where you can access all of your students' information in one place! **Family usernames and passwords will be sent via email on June 1, 2026 to the primary contact for each student. Once you receive your username and password you will have access to the Family Portal and are strongly encouraged to log in and access your account prior to June 24, 2026.**

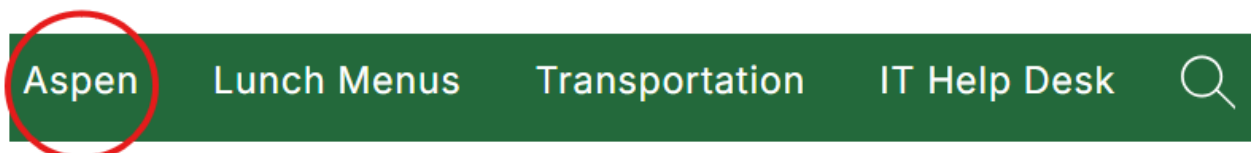
This is different from the Student Portal you may have accessed in the past where you had to keep track of multiple log-ins. Students are still able, and are encouraged to, check their student portal for updates at the secondary level. **All report cards K-12, starting in June of 2026, will now be accessed through the ASPEN Family Portal.**

What information is available in this account?

- Student details, Parent/Guardian emergency contact information, attendance records.
- Report Cards will appear under 'Published Reports' on the Home Page
- **Next Year Homeroom assignments** for elementary students will be posted in your Aspen account late-August (date will be announced in June).
- ***Note: Gradebook and Assignment features are not enabled at this time but will be for secondary students for the launch of the 2026-2027 school year.***

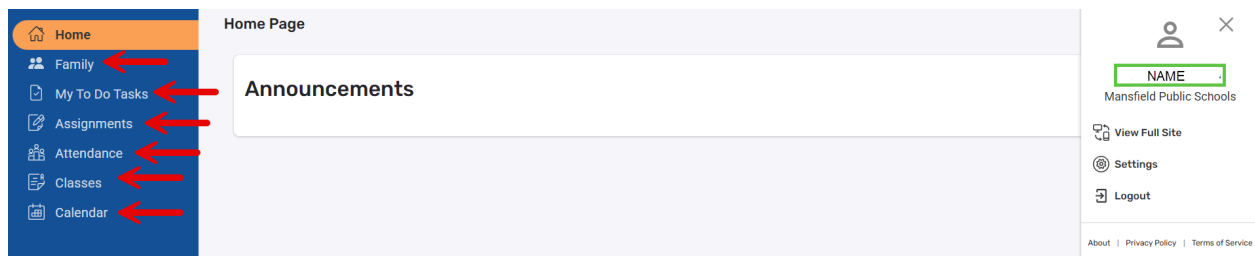
How do I access my account?

- **Click the Aspen icon below to access the Aspen log in page.** This link which can also be found on our district and school websites is specific to our district and should always be used to access the portal. You can use the Chrome, Firefox or Internet Explorer browser, but pop-up blockers must be turned off.



- **Enter your unique Login ID and Password exactly as it appears at the bottom of your school issued email message.**
- **Pay close attention to the Primary Email Address listed in this window.**
This is the email address communication will be sent to, including password recovery and/or direct communication from teachers or school/district Administrators. **We highly recommend using a Gmail account, as this is compatible with our systems.** Some email programs (Yahoo, Outlook, Verizon, MSN, AOL) have filters in place that restrict or block messages from systems such as this.

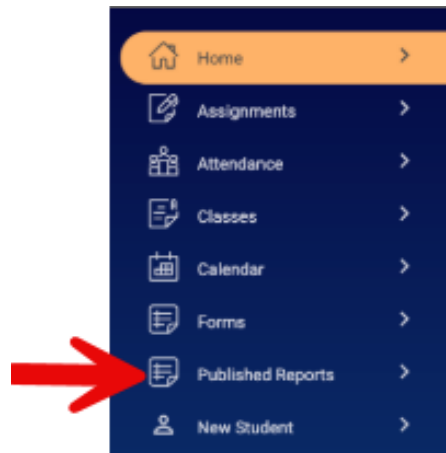
After entering your username and password, it will bring you to the following landing page:



This page can be used to access the contacts for your student, attendance information, schedule, calendar of events and assignments for secondary students. By selecting the family icon on the side tab, families can move from one student to the next using the dropdown feature.

Where can I view my child's report card?

Upon logging in to Mansfield Public Schools' Aspen site, report cards are listed under the "Published Reports" tab for each active student once report cards are made available.



Where can I view my child's homeroom assignment?

Upon logging in to Mansfield Public Schools' Aspen site, current homeroom assignments are listed under the "Family" tab for each active student. Homeroom assignments for the next school year are updated mid-August and will not be visible in the portal until then.

A screenshot of the Aspen site's 'Family' tab. The left sidebar shows the navigation menu with 'Family' selected. The main content area is titled 'Demographics for [student name]' and contains a form with various fields. The fields are arranged in two columns. The 'Homeroom' field is highlighted with a red rectangular border. The fields include: Student Name, School Name, Local Identifier, Year of Graduation, State Identifier, Grade Level, Gender, Homeroom, Date of Birth, Enrollment Status, Locker Number, and Locker Code. The 'Homeroom' field is currently empty.

What if I forgot my password?

Classroom teachers do not have access to the username and passwords of their families. If a parent/guardian forgets their login information, they will need to reach out

to the Main Office of their child's school. From there an email reminder will be sent to Contact 1. If the parent/guardian has tried to log-in using the incorrect username and password combination five times and therefore the account is locked, they must submit a Help Desk ticket. The submission link will be available on the district website.

What if my account is locked after too many attempts?

If the parent/guardian has tried to log-in using the incorrect username and password combination five times and therefore the account is locked, they must submit a Help Desk ticket. The submission link will be available on the district and school websites.

