

How to change your contact information in Aspen:

You can change how the school gets in touch with you and/or how you receive mass notifications via Connect Ed

To enable your portal to make these changes, you first need to:

- .. Log in to your Aspen Parent Portal. On the upper right side of the home page, in the grey box, click on “Set Preferences”
- .. A new window will open. Click on the “Home” option and put a check mark in the box called “tasks”
- .. Click OK at the bottom of the page.
- .. You have now enabled Contact Verification and will be able to make changes.

To make the changes you wish to your contact information:

- .. Once back at the home page, in the Tasks box on the right half of the page, click “Initiate.”
- .. In the workflow drop down box, select “Contact Verification.” Click on the magnifying glass to select which student you want to make the changes for. Click OK, and then at the bottom of that page click on “next”
- .. All of your contact information will appear. You may alter any of the phone numbers and email addresses.

To change which of your phone numbers and email addresses receive the **Connect Ed** phone calls and emails (calls for inclement weather and important school announcements) *use the upper part of the page.*

To change your general contact information that the school Administration uses to get in touch with you during the school day, *click on the blue highlighted contact name that you want to make the change for; change the phone number and/or email address.* Make sure and click “OK” when you are done.

When you are done with all of your changes, click on **Next** and then **Finish** at the bottom of the page. Please note: if the email address that you use to log in to your portal is incorrect, the only way to change that is to notify the technology department and they can change it for you. To request this type of change, email

- Franklin High School: patteni@franklin.k12.ma.us
- Horace Mann: simonb@franklin.k12.ma.us
- Annie Sullivan: carusos@franklin.k12.ma.us
- Remington: lessardc@franklin.k12.ma.us

If you have a **change of address**, you are required to go to the School Superintendent’s Office (3rd Floor, Franklin Town Hall) and obtain a Residency Statement. They will make your address change for you at that time.