

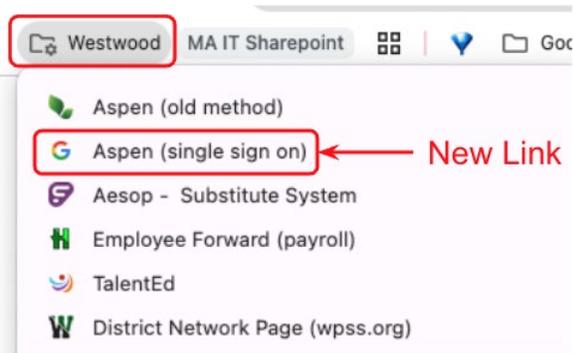
LOGGING INTO ASPEN

Your Aspen account has been set up and is ready to use. We now utilize an option for single sign-on with Google (SSO) so all you need to do is be signed into the Chrome browser with your Westwood Google account.

The benefits of using SSO are:

- Signing in through Google is more secure because we have multi-factor authentication in place for Google.
- This sign-in option will give you one-click access to Aspen

Once you are signed in to Google, open a new tab & click on the link to sign into Aspen. You can access the link via the Westwood Bookmark folder, located near the top left corner of your Chrome Browser ([assuming your bookmark bar is enabled](#)).



When you click this new link, you may be prompted to select a Google account to proceed. By selecting the Google account associated with your Westwood email address, you will be automatically logged into Aspen.

If you have any questions about your Aspen access, please email: aspen@westwood.k12.ma.us

IF THIS IS YOUR FIRST TIME LOGGING INTO ASPEN

The first time you log in, you will be asked to set up your security questions.

Click on the dropdown arrow to select the question you would like to answer.

Type your answer

Confirm your answer

Click on the Submit button



INITIAL HOME PAGE/PREFERENCES SET UP

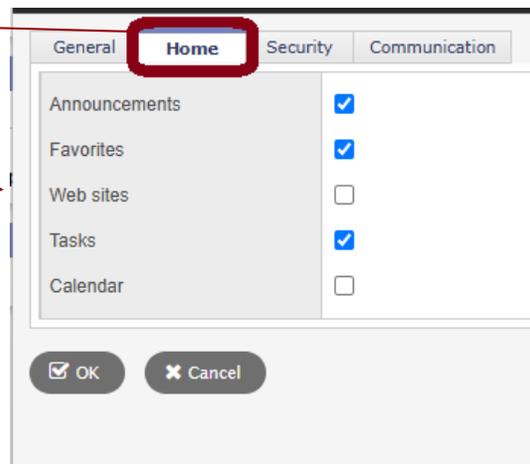
Everybody will log on to Aspen and will automatically be on the Home Page.



Click on the down arrow next to your name & select *Set Preferences*, near the top, right corner of your screen.

Select the *Home* tab

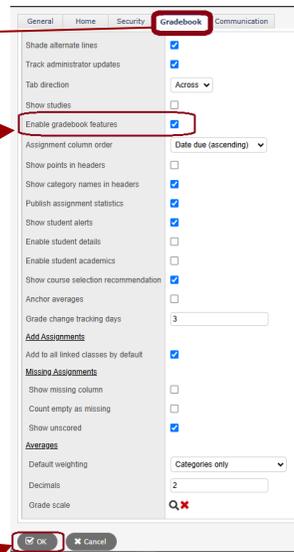
Verify that the *Announcements*, *Favorites*, & *Tasks* boxes are checked. The others are optional



CLASSROOM TEACHERS only: Next click on the *Gradebook Tab*.

Make sure *Enable gradebook features* is checked.

You should look over the rest of the preferences on this tab and set them to your preference.



*** Everybody:** When done setting your Preferences, click OK. ***Note,** you can come back and change your preferences any time you want.

Additional directions can be found in the Announcements banner at the top of the page when you first log into Aspen. There are links to Videos and our Quick Tip instructions.

WESTWOOD HIGH SCHOOL 2024-2025 Staff view ▾ TEST, JoJo ▾ Log Off

TEST, JoJo

Pages My Info Student Attendance Gradebook Planner Analytics Destiny Assessment PD Tools

Home

Page Directory

Teacher Classes

Previous Friday, February 14 Next

Banner

Published Reports

Filename	DateUploaded	Creator	Description
No published reports			

Report Links Edit

Announcements

-  **Aspen Help & Support**
 - Visit the Westwood support self-help web site!
 - Aspen Training including Videos and Quick Reference Guides
- For any questions about Aspen or problems with your account, please e-mail WPS Aspen Support at: aspen@westwood.k12.ma.us**

Tasks Edit

Open Tasks ▾ + Initiate...

Received	Workflow	Task	Subject
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