# ASPEN - QUICK TIPS
VIEWING YOUR STUDENT SCHEDULE

First log into Aspen at: https://ma-westwood.myfollett.com using your same username and password you use to log into any school computer. If it is your first time logging in this year, you may be asked to fill in a security question. Please do so as this is mandatory.

- You will be brought to your home page of Aspen which will look similar to the picture below.

- Click on the Family Top Tab.
  ("My Info" top tab for student portal.)

- If you have more than one child, check the box next to that child.

- Click on the Schedule Side Tab.
  ("Current Schedule" side tab for student portal.)
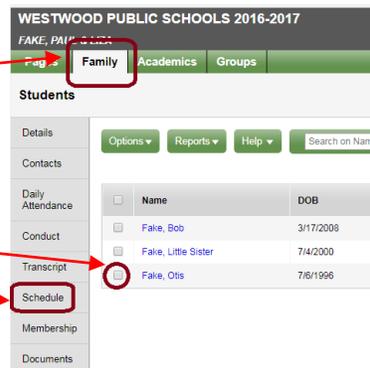
- There you will see your schedule. To change between Matrix view and list view, simply click on the link above the schedule.

- Be sure to check the Time dropdown box. It should default to the current term, but you can change it to any term; i.e. Q1 for quarter 1, Q2 for quarter 2, etc.
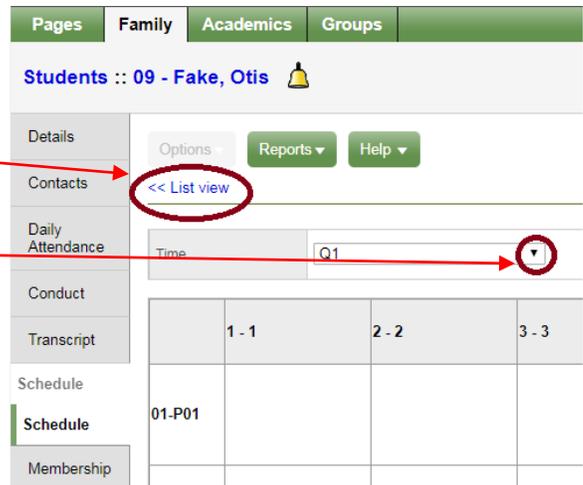
- When finished with your session, click on the *Log Out* link in the top right corner of your screen.