

Parent's Guide to Using Aspen Online Registration (OLR)

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, creating a triangular shape on the right side of the slide.

Parents must have
or create an Aspen
account in order to
register their
child(ren).

1. If you already have an Aspen account log on to begin the enrollment process.
2. If you do not currently have an Aspen account then you need to create one.

These steps have detailed instructions in the coming slides.

Parents who have an existing Aspen account

Log on to your existing Aspen account by going to bigspringsd.org website and select the top Parents tab then select the side Aspen tab for the Aspen log in page.

Parents who have forgotten their Login ID and/or password can click [HERE](#) to request a new login/password or go to the bigspringsd.org website under the

Technology top tab select Aspen Parent/Guardian Account Information/Password Reset Online Form

The screenshot shows the Big Spring School District website. The header is dark red with the district logo and name. Navigation tabs include Home, Our District, Our Schools, School Board, Services, Academics, Athletics, Parents (highlighted with a red box), Community, and Office365. Below the navigation, the 'Parents' section is active, showing 'Popular Links' with 'Aspen' (highlighted with a red box), 'Address Change', 'Counseling', and 'District Contacts'. Other links include 'Documents and Forms' (Back to School Process Guide, Getting Started) and 'Other Parent Resources' (Mental Health Concierge, Link to Website). A login form is displayed with fields for 'Login ID' and 'Password', a 'Log On' button, and links for 'Request an account' and 'Trouble logging in?'.

Do not create a new account if you already have one

Parents who do not have an Aspen account

To create an Aspen account go to bigspringsd.org website and select the *New Student Registration* box. At the bottom of the screen click on *Click Here To Start Enrollment*. Once viewing the Aspen login screen, click on *Request an account* under the Login ID box. Complete the steps to create the account.

Once you confirm your email address you will receive an email with your log in information. Please check your junk mail box in case your email recognizes this as spam.

Contact Us

45 Mt. Rock Road, Newville, PA 17241
Ph: 717-776-2000 Fax: 717-776-4428

District Office Hours:
Monday - Friday
(7am - 3:30pm)

**New Student
Registration
Click Here**

Big Spring School District

Login ID

[Request an account](#)

Password

[Trouble logging in?](#)

[Log On](#)

This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of your personal information is a priority.

If you don't see the Request an account option go to the next page for troubleshooting tips

Account Information

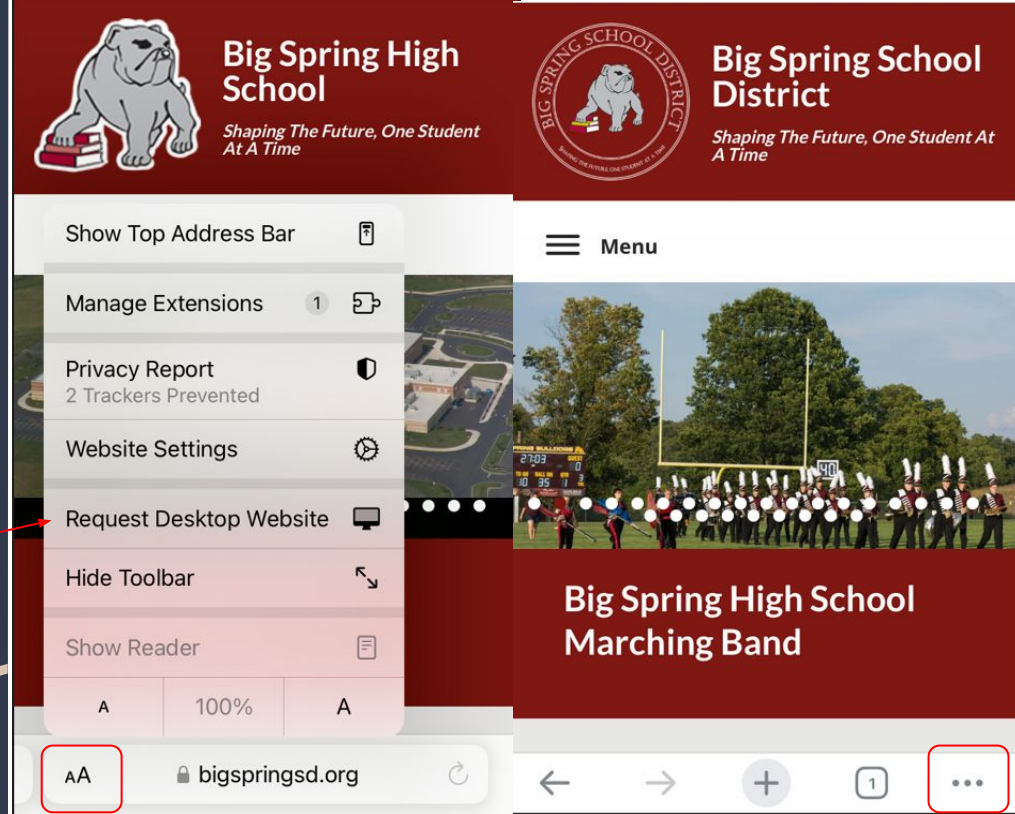
Please fill in your user account information below.

Email Address *

Confirm Address *

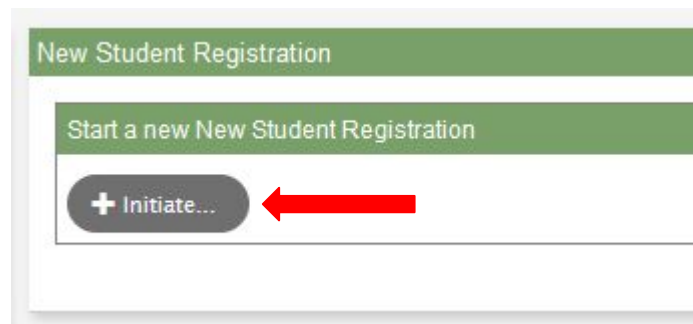
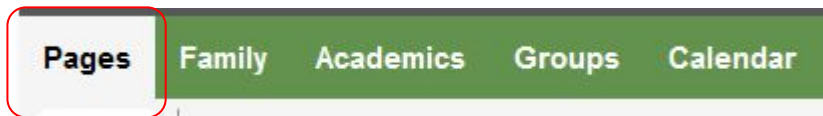
If you do not see Request an account under the Login ID:

- Use a desktop computer instead of your cell phone or tablet
- Use Safari or Chrome browsers
- Safari Browser: Click on the double AA's on the left hand side of the bottom toolbar and select Request Desktop Website
- Chrome Browser: Click on the 3 dots at the bottom right hand corner toolbar, then select Request Desktop Site.



Request Desktop Site

Once logged in to Aspen under the top Pages tab, click on the initiate button under New Student Registration on the right hand side of the screen.

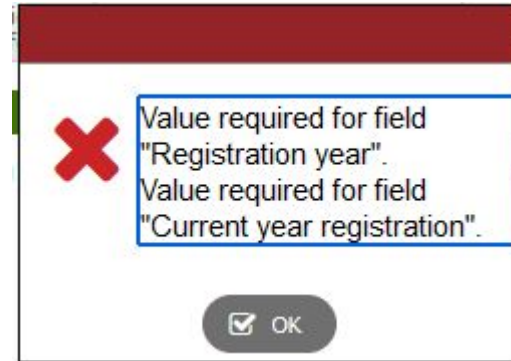


Start	Student	Parent/Guardians	Other Contacts	Additional Info	Acknowledgements/Consent	Language	Health	Services	Documents	Submit
-------	---------	------------------	----------------	-----------------	--------------------------	----------	--------	----------	-----------	--------

Instructions

Please complete each of the tabs, and then "Submit" when finished. If you need to stop and come back later, select "Save & Close".

The Aspen Online Registration process involves completing 11 tabs. If required information is missing you will see a red error box appear in the middle of the screen. The error(s) will need resolved before moving to the next tab. A red asterisk is beside all required fields.



You can upload documents or pictures of the documents under the Documents tab.

Start	Student	Parent/Guardians	Other Contacts	Additional Info	Acknowledgements/Consent	Language	Health	Services	Documents	Submit
-------	---------	------------------	----------------	-----------------	--------------------------	----------	--------	----------	------------------	--------

Documentation

The following information is required for enrollment:

- Birth Certificate
- Immunization Records
- 2 Forms of Proofs of Residency

Other information needed for enrollment:



- Most Recent Report Card or School Schedule
- IEP
- Custody Agreement or Court Documents

Proof of Residency - acceptable documentation includes two (2) of the following:

- Signed and Dated Lease or Rental Agreement
- Signed and Dated Sales Agreement
- Current Utility Bill Showing the Date
- Mortgage Agreement
- Driver's License/DOT ID
- Credit Card Bill
- Property Tax Payment Receipt
- Paycheck Stub
- Voter Registration
- If you are not the homeowner/lessee or do not have residency documents, please email msloop@bigspring.k12.pa.us for assistance.

To speak with the Registrar, please call 717-776-2414 or e-mail Madison Sloop msloop@bigspring.k12.pa.us.

Name	Doc Type	Filename	Document
No matching records			

 Upload  Delete

Once all tabs are complete sign off and date on the Submit tab and click “Submit”. You will receive a confirmation email that the registration has been submitted. The registrar will then review the registration and notify you when enrollment is complete.


Start	Student	Parent/Guardians	Other Contacts	Additional Info	Acknowledgements/Consent	Language	Health	Services	Documents	Submit
-------	---------	------------------	----------------	-----------------	--------------------------	----------	--------	----------	-----------	--------

Done!

Congratulations! You have reached the end of the Registration form.

Edit this text to provide additional instructions to parent/guardian upon submission of the registration > change this text by searching for key: 'olrForm.parentInstructionsAfterSubmitting'

Parent/Guardian's Signature: *

Date: * 

Enter any final notes or comments for the registrar (optional)

Click each tab and review the information. When all information is accurate and complete, click **Submit**.

Note: Once you click **Submit**, you will not be able to edit this form.

← Previous

Save & Close

Next →

Submit

✕ Cancel

Questions or issues while using Aspen Online Registration:

- Contact the Registrar at 717-776-2000 ext 2
- email msloop@bigspring.k12.pa.us
- There are computers available to use at the District Office located at 45 Mt. Rock Road Newville PA 17241 from 8 AM- 2 PM daily.
- Using a laptop or desktop computer is recommended when using Aspen Online Registration