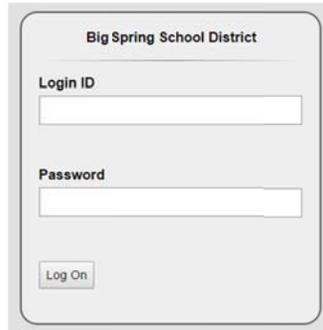


Directions for Updating Emergency Information in the Aspen Parent Portal

1. Open an Internet Browser and go to <https://pa-bigspring.myfollett.com> (a link can also be found on the district website).
2. Log in with the username and password provided in the letter you received with these instructions.



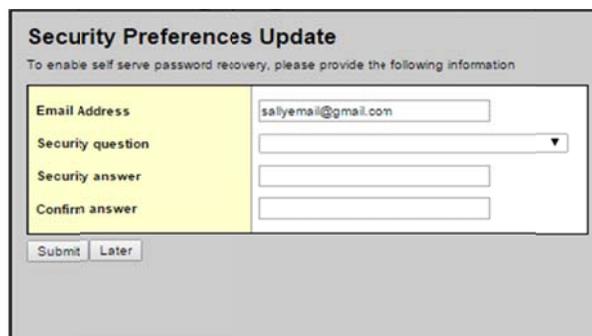
Big Spring School District

Login ID

Password

Log On

3. The first time you log in, you will be prompted to enter security credentials. Complete this information and click **Submit**.



Security Preferences Update

To enable self serve password recovery, please provide the following information

Email Address: sallyemail@gmail.com

Security question: [dropdown]

Security answer: [text box]

Confirm answer: [text box]

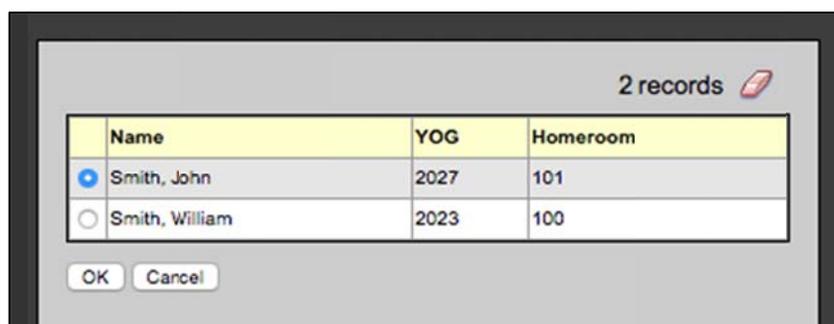
Submit Later

4. On the main page, click the link in the **Announcements** section to update your child's emergency information. ***Note: You must complete this process for every child.**

Announcements

Attention Parents: [Click here](#) to complete the student's emergency information form.

5. A pop-up box will appear. Use the magnifying glass to choose the name of your child. Click the radial button next to the name of the child, click **OK**, and then click **Next**.



2 records

Name	YOG	Homeroom
<input checked="" type="radio"/> Smith, John	2027	101
<input type="radio"/> Smith, William	2023	100

OK Cancel

6. Click through each of the tabs on the next screen. Review the information. Make changes as necessary. **Be sure to look through each tab.** After you have verified the information and made any necessary changes, click **Save**.

The screenshot shows a web-based form for entering student information. At the top, there are two buttons: "Save" and "Cancel". Below them is a navigation bar with four tabs: "Student Demographics", "Medical Information", "Emergency Contacts", and "Other Information". A red circle highlights these tabs, and a red arrow points from the "Save" button to the "Student Demographics" tab. The form is divided into several sections:

Student Demographics	Medical Information	Emergency Contacts	Other Information
First Name	John	Race	White
Middle Name	Robert	Gender	M
Last Name	Smith	Grade	K
Suffix		Bus	
Student Entered 9th Grade		Homercom	101
Country of Birth		Date of Birth	1/1/2009
City of Birth	Carlisle	YOG	2027
State of Birth	PA		
Date Entered PA	4/30/2009		
Date Entered US	4/5/2009		
Names of other Children & School They Attend	<input type="text"/>		
Main Phone	<input type="text" value="717-555-1212"/>		
Alternate Phone	<input type="text" value="717-555-1212"/>		
Cell Phone	<input type="text" value="717-555-1212"/>		
Physical Address			
Street	<input type="text" value="100 Any Street"/>		
Apt	<input type="text" value="1234"/>		
City, State Zip	<input type="text" value="Newville, PA 17241"/>		
Mailing Address			
Mailing Street	<input type="text" value="PO Box 123456789"/>		
Mailing Apt	<input type="text"/>		
Mailing City, State Zip	<input type="text" value="Newville, PA 17241"/>		

At the bottom of the form, there are buttons for "Save" and "Cancel", a "Completed On" field with the date "8/27/2015", and a calendar icon.

7. *Your information will be sent to the District Administration Office for verification and posting.*