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.
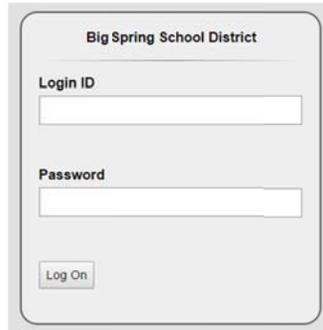
3. The first time you log in, you will be prompted to enter security credentials. Complete this information and click **Submit.**
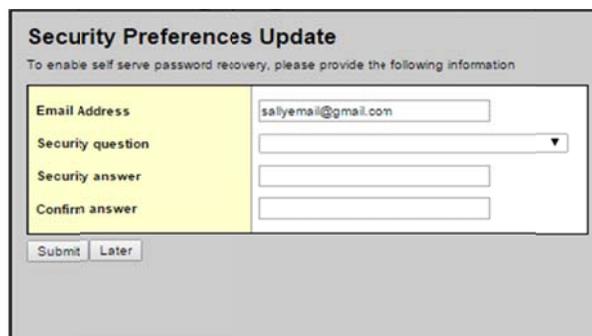
4. On the main page, click the link in the **Announcements** section to update your child's emergency information. *Note: You must complete this process for every child.*

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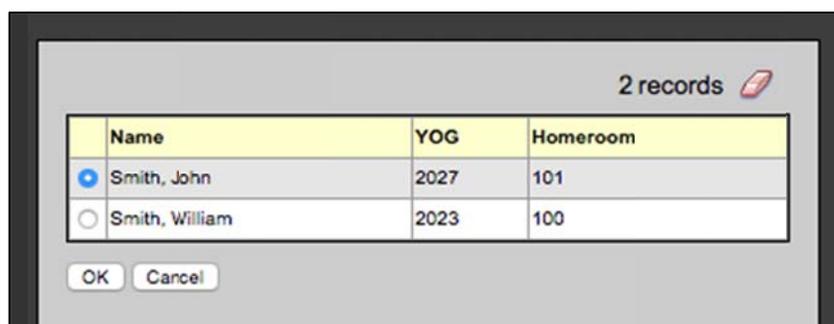
6. Click through each of the tabs on the next screen. Review the information. Make changes as necessary. **Be sure to look through each tab.** After you have verified the information and made any necessary changes, click **Save.**

| Save | Cancel |

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			Homeroom	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	

Main Phone	717-555-1212
Alternate Phone	717-555-1212
Cell Phone	717-555-1212

Physical Address

Street	100 Any Street
Apt	1234
City, State Zip	Newville, PA 17241

Mailing Address

Mailing Street	PO Box 123456789
Mailing Apt	
Mailing City, State Zip	Newville, PA 17241

| Save | Cancel | **Completed On** | 8/27/2015 |

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