



Emergency Card Update Instructions

Follow the instructions below to fill out your emergency card for the Davis, JGMS and HS on the new Aspen Parent Portal. Lane School parents will receive one in the mail.

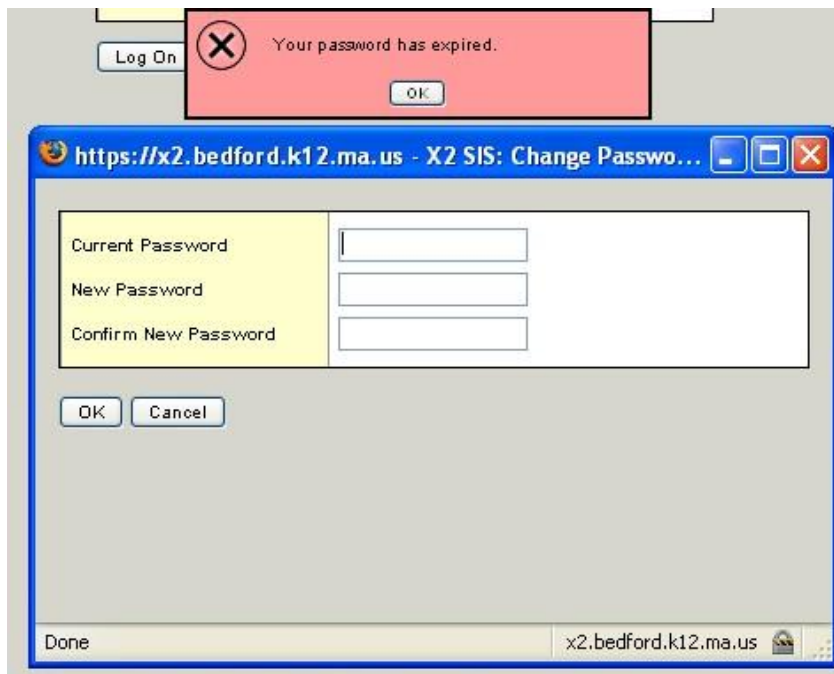
Before you try to login, be sure you have enabled pop up windows from <https://ma-bedford.myfollett.com/aspn/logon.do>. Many computers have more than one pop up blocker installed. Most web browsers have their own pop up blocker and tool bars such as Google or Yahoo also can have their own pop up blocker. If you do not know how to enable pop ups from one web site (<https://ma-bedford.myfollett.com/aspn/logon.do>), then you should allow all pop ups while using Aspen.

1. Go to <https://ma-bedford.myfollett.com/aspn/logon.do>
2. Log in with the username and password you received in the mail. If you did not receive a username and password, please contact our Aspen Data specialist at <mailto:Aspen@bedford.k12.ma.us> or at 781-275-1700 x3190.

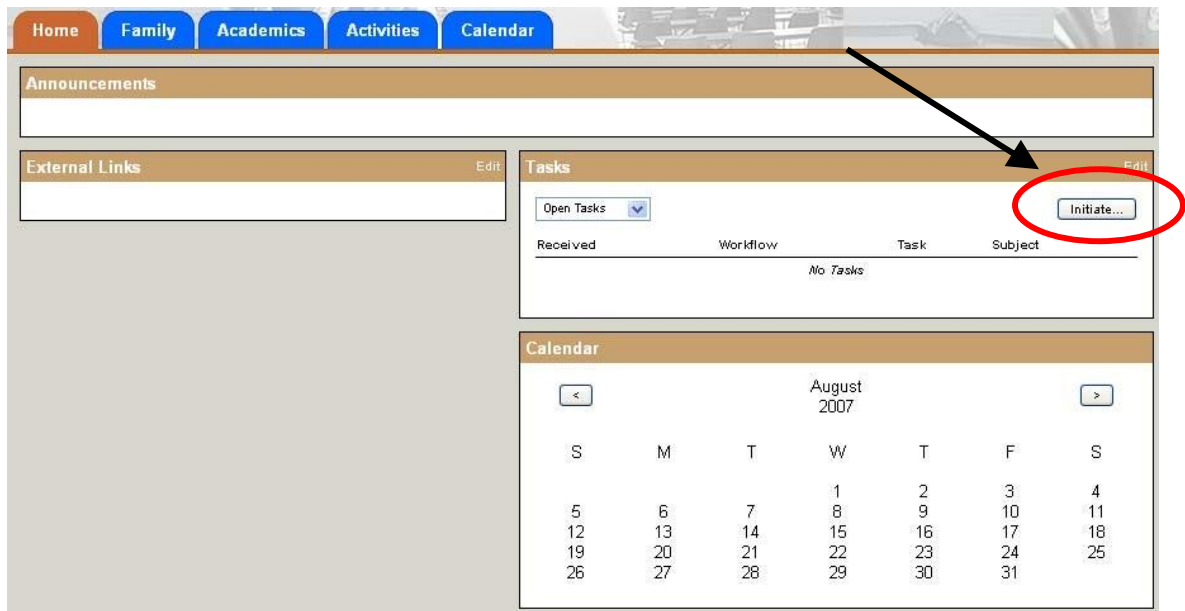
A screenshot of the X2 SIS login page. The page has a blue header with the "X2 SIS" logo. Below the header is a light blue background. On the right side, there is a login form with two input fields: "Login ID" and "Password". Below these fields are two buttons: "Log On" and "Clear".

Login ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Log On"/> <input type="button" value="Clear"/>	

3. If this is the first time you have logged into Aspen, your password is expired. You will be forced to create a new password as you login by reentering the password from the letter sent home and entering a new password twice. If the pop up window to pick a new password does not appear, you have not allowed pop up from x2.Bedford.k12.ma.us in all your pop up blockers.



4. Your new password must be 6 character minimum and have at least one capital letter and one number. Password are case sensitive.
5. Once you are logged in, you can start the Emergency Card Update process - click on the initiate button in the Tasks area to the right.



6. Leave the Workflow set to Contact Verification and the date to today's date.

7. Click on the magnifying class to choose one of your children. You will need to run this workflow task once for each child you have in the school system. Lane students will not appear in the list. The Lane school will be sending update forms home in the mail.

Workflow Selection

Workflow: Contact Verification

Date: 8/10/2007

Student: [Magnifying Glass Icon]

< Back Next > Finish Cancel

Done x2.bedford.k12.ma.us

8. Click on the button next to your child's name and click ok to select them.

1 record

Name	Grade
Smith, John A	10


OK Cancel

9. Click next to go to step 2 of the wizard.

https://x2.bedford.k12.ma.us - X2 SIS: Initiate Workflow - Mozilla Firefox

Initiate Workflow: Workflow Selection

Step 1 of 3



Workflow: Contact Verification

Date: 8/10/2007

Student: Smith, John A.

< Back **Next >** Finish Cancel

10. Any current information we have in the system will appear in the boxes on step 2. Correct or fill in all the fields. Please be sure to scroll down to see all the fields.
11. Click on the Contacts tab at the top to see the list of Parent/Guardian Contacts

Emergency Card
Contacts
Davis School Only

Contacts

	First name	Last name	Priority
<input type="checkbox"/>	John	Smith	0

12. Click on each contact name and update the information. Click OK to save the information.

This is the screen to review and update Contact information. Please reach out to the school office if your Name is incorrect, so we can enter the format we use.

The screenshot shows a web browser window titled "Generic Form Child Data - Google Chrome". The address bar displays the URL: `x2.bedford.k12.ma.us/x2sis/workflowChildDetail.do?prefix=GFC&cont...`. The form contains the following fields:

First name	<input type="text"/>
Last name	<input type="text"/>
Home Phone	<input type="text"/>
Address	<input type="text"/>
Apt	<input type="text"/>
City, State Zip	<input type="text" value="Bedford, MA 01730"/>
Mother's Work #	<input type="text"/>
Father's Work #	<input type="text"/>
Mother's Cell #	<input type="text"/>
Father's Cell #	<input type="text"/>

At the bottom of the form are two buttons: "OK" (with a checkmark icon) and "Cancel" (with an 'X' icon).

Click OK when data is updated

13. Davis School parents should also fill in the information on the Davis School Only tab.

14. When you have completed filling in the fields, click next

Click this tab to update parent info

Davis Parents please fill in this

Please be sure to scroll down to fill out all the fields
Davis Parents - please also fill out the information on the Davis School Only tab above

Home phone

Street

Apt

City, State Zip

How would you prefer to receive our school Newsletters?

JGMS Parents - would you like your child name listed in the Middle School Association's Student Directory?

Other relative or

Be sure to scroll down

< Back Next > Finish Cancel

15. You can add an Alert now Call out system 2nd Number in this field

Home phone

Street

Apt

City, State Zip

Bedford, MA 01730

How would you prefer to receive our school Newsletters?

Email

JGMS Parents - your child name listed will be automatically listed in the Middle School Association's Student Directory. If you wish to OPT OUT of this listing - please be sure to check NO. Do you want your child's name listed in the Middle School Association's Student Directory?

Yes

Other relative or neighbor who could assume responsibility - Emergency Contact #1

Home Phone

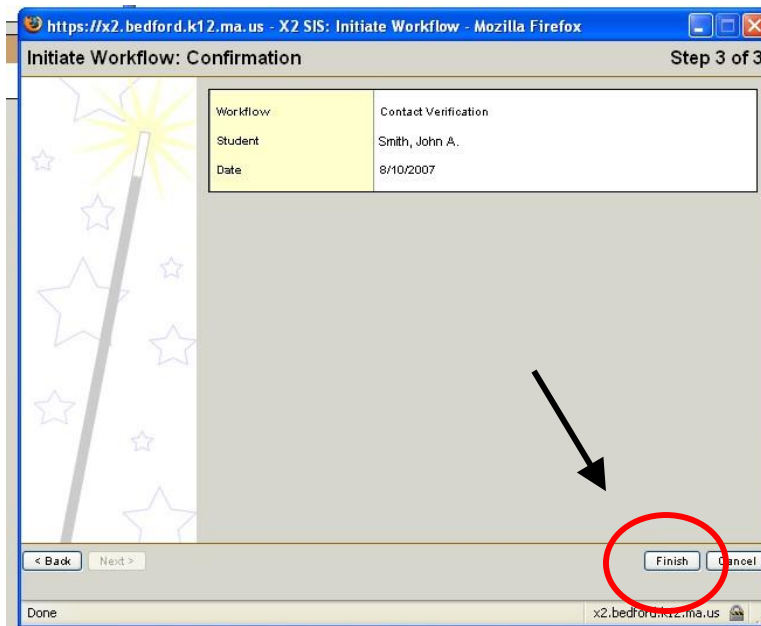
Work Phone

Cell Phone

Please use the AlertNow 2nd number field to enter a phone number in addition to your home number that you would like to have called with our automated phone messages system.

AlertNow 2nd Number

16. Click Finish



If you have more than one child in the Bedford Schools - return to step 5 to run the Contact Verification for each child you have. The changes you submit will be reviewed by the school office and posted to your child's student record.