



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.

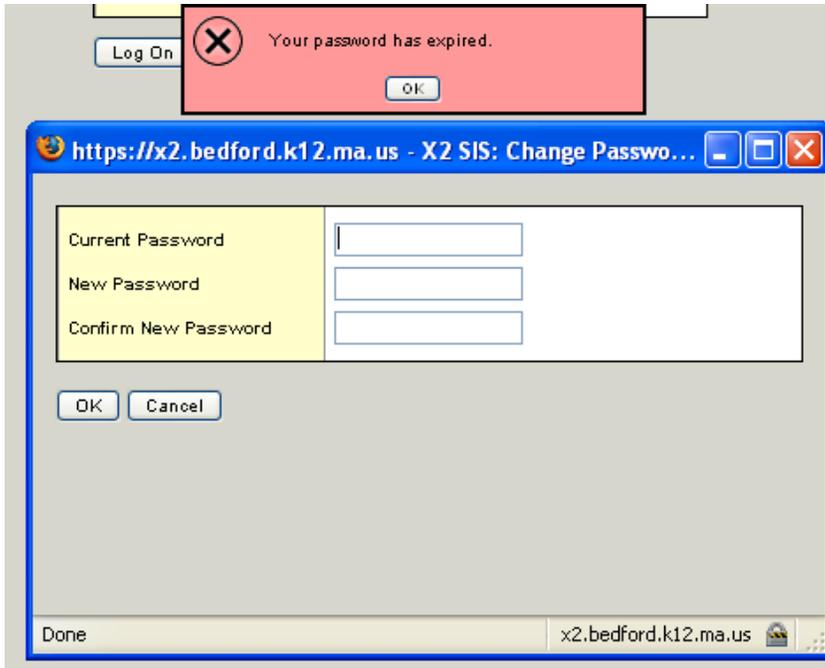
Before you try to login, be sure you have enabled pop up windows from x2.bedford.k12.ma.us. Many computers have more than one pop up blocker installed. Most web browsers have their own pop up blocker and tool bars such as Google or Yahoo also can have their own pop up blocker. If you do not know how to enable pop ups from one web site (x2.bedford.k12.ma.us), then you should allow all pop ups while using Aspen.

1. Go to <https://x2.bedford.k12.ma.us/x2sis>
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.

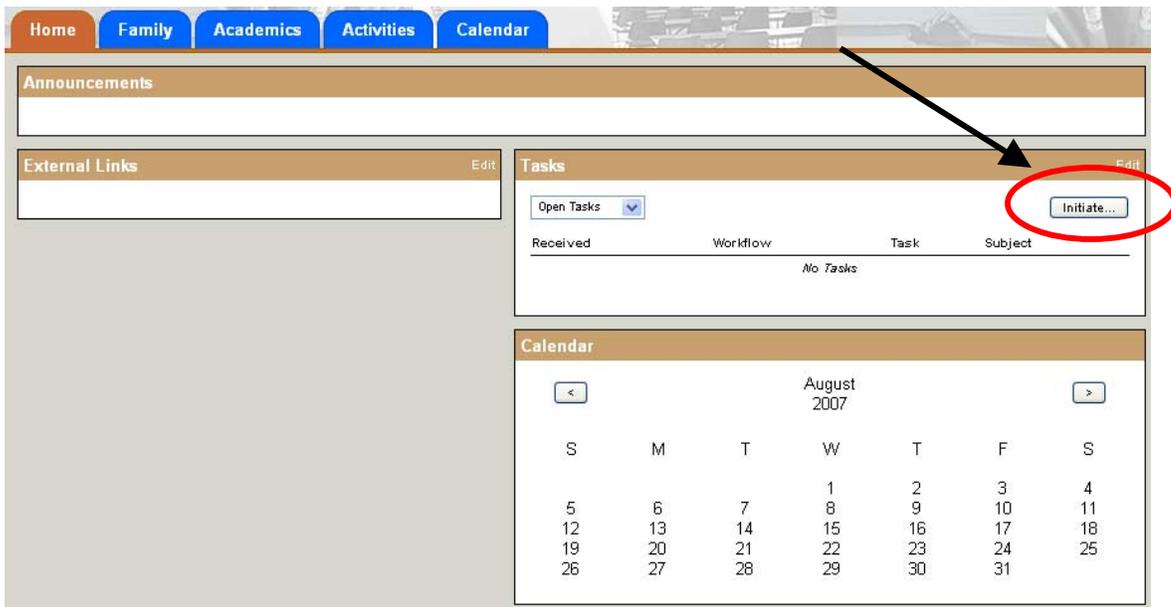
A screenshot of the X2 SIS login page. The page has a header with the "X2 SIS" logo and a background image of a school building. Below the header is a login form with two input fields: "Login ID" and "Password". Below the input fields are two buttons: "Log On" and "Clear".

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 re-entering 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.

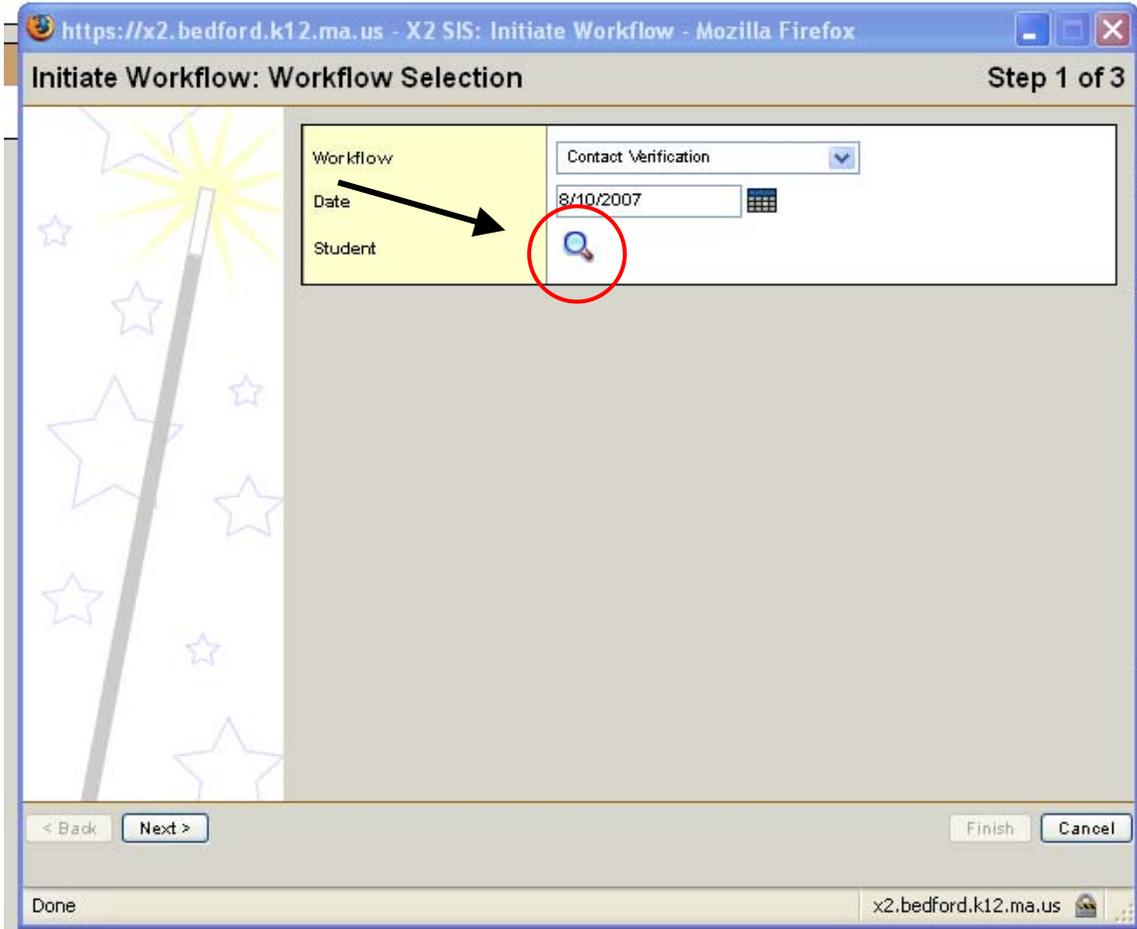


4. Your new password must be 6 character minimum and have at least one capital letter and one number. Password are case sensitive.
5. Once you are logged in, you can start the Emergency Card Update process - click on the initiate button in the Tasks area to the right.

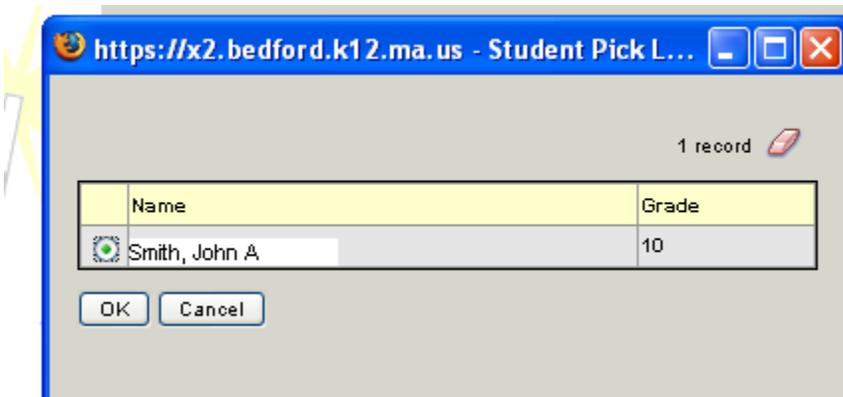


6. Leave the Workflow set to Contact Verification and the date to today's date.

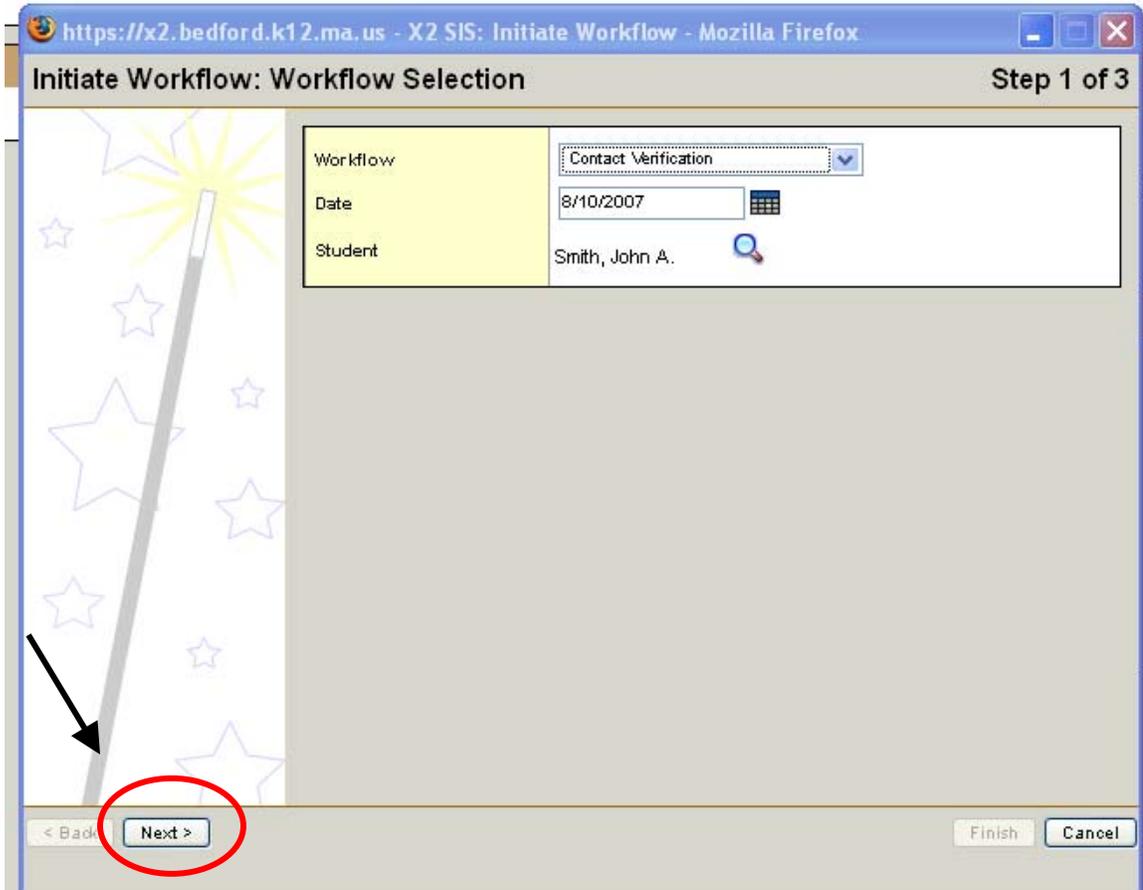
7. Click on the magnifying class to choose one of your children. You will need to run this workflow task once for each child you have in the school system. Lane students will not appear in the list. The Lane school will be sending update forms home in the mail.



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

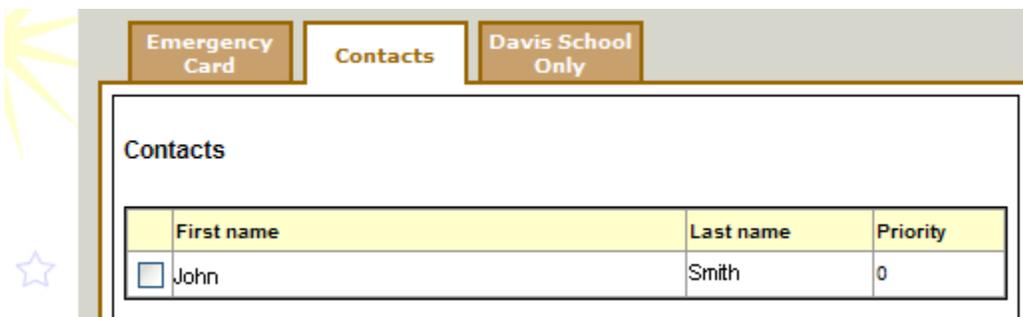


9. Click next to go to step 2 of the wizard.



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



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

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

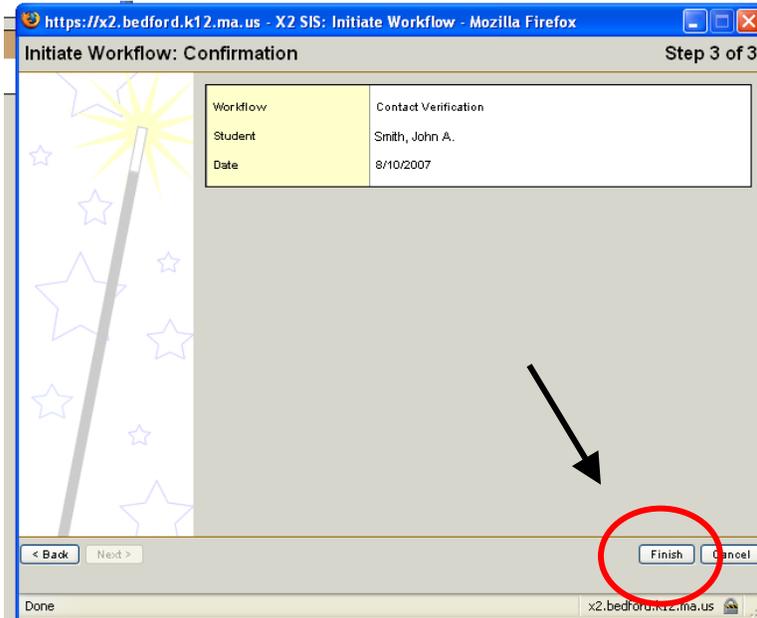
14. When you have completed filling in the fields, click next

The screenshot shows a web form with three tabs at the top: "Emergency Card", "Contacts", and "Davis School Only". The "Davis School Only" tab is highlighted. A callout box points to this tab with the text "Davis Parents please fill in this". Another callout box points to the "Emergency Card" tab with the text "Click this tab to update parent info". The form content includes a header: "Please be sure to scroll down to fill out all the fields" and "Davis Parents - please also fill out the information on the Davis School Only tab above". Below this are several input fields: "Home phone", "Street", "Apt", and "City, State Zip". There are two dropdown menus: "How would you prefer to receive our school Newsletters?" and "JGMS Parents - would you like your child name listed in the Middle School Association's Student Directory?". A callout box points to the bottom of the form with the text "Be sure to scroll down". At the bottom of the form, there are three buttons: "< Back", "Next >" (circled in red), and "Finish Cancel".

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

This is a close-up of the form fields. It shows the "Home phone" section with fields for "Street", "Apt", and "City, State Zip" (pre-filled with "Bedford, MA 01730"). Below this is the "How would you prefer to receive our school Newsletters?" section with a dropdown menu set to "Email". The next section is "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?" with a dropdown menu set to "Yes". Below that is the "Other relative or neighbor who could assume responsibility - Emergency Contact #1" section with fields for "Home Phone", "Work Phone", and "Cell Phone". A green arrow points to the "AlertNow 2nd Number" field at the bottom, which is currently empty. The text above this field reads: "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."

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.