

Athletics Registration Instructions

Log into Aspen Parent Portal. Click "Initiate" in tasks widget on main page.

Bedford Public Schools 2015-2016

Pages Family Academics Groups Calendar

Home Page Directory

Announcements

- Parents - Please only submit your emergency card update **once**. You will not see the changes you submit until the office has reviewed the changes and posted them to your child's record. To begin, click Initiate in Tasks section of this screen. Start a contact verification then use the magnifying glass to select a student - repeat for all your students.
Do not submit a second update for the same student until you have confirmed that your earlier changes have been accepted.
- Bedford Parents - Please ensure your parent portal primary email is current and up to date. This [link](http://www.bedford.k12.ma.us/info/aspen-parent-portal.html) will take you to Aspen Portal Instructions including "Email Update & Security Questions" also used to allow password recovery.
- To see report card grades (1st Interim, 1st Qtr, etc), Students please click on "My Info" top tab Parents click on "Family" top tab and then "Transcript" side tab.

Recent Activity

Search: [input] (67) Attendance Grades

- 10/28/2015 - Assignment Grade (Psychology) Grade: 8 Assignment: Adventures in Good and Evil Questions
- 10/28/2015 - Assignment Grade (Modern World History) Grade: 26 Assignment: Q - Nationalism
- 10/25/2015 - Assignment Grade (Modern World History) Grade: 34 Assignment: T - Revolutionary France
- 10/24/2015 - Assignment Grade (Modern World History) Grade: 10 Assignment: S - Building the French Republic
- 10/22/2015 - Assignment Grade (AP French) Grade: 5 Assignment: caisses droits de l'homme
- 10/22/2015 - Assignment Grade (English II) Grade: 16 Assignment: Curious Incident - Reading Check Ch 2 - Ch 83

Tasks

Open Tasks [dropdown] [Initiate 1]

Received Workflow Task Subject

Calendar

October 2015

S M T W T F S

Click Workflow drop down list, select sports registration for the season you are registering for.

Aspen: Initiate Workflow - Google Chrome

https://x2.bedford.k12.ma.us/x2sis/initiateWorkflow0.do?deploymentId=x2sis

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow [dropdown 1]

Date [input]

Contact Verification

Winter Sport Registration [2]

Click on magnifier to select student

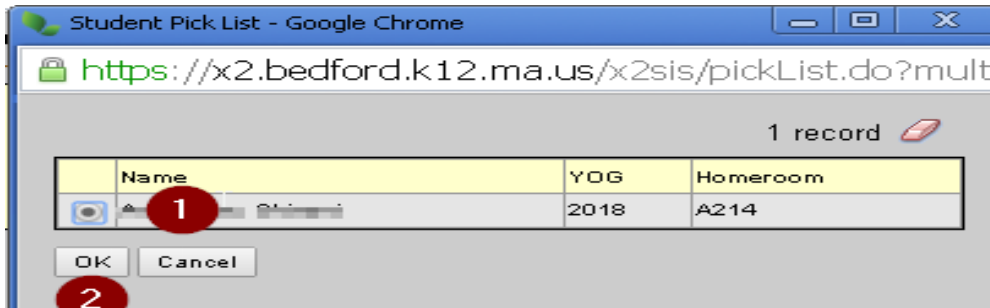
Initiate Workflow: Workflow Selection Step 1 of 3

Workflow Winter Sport Registration

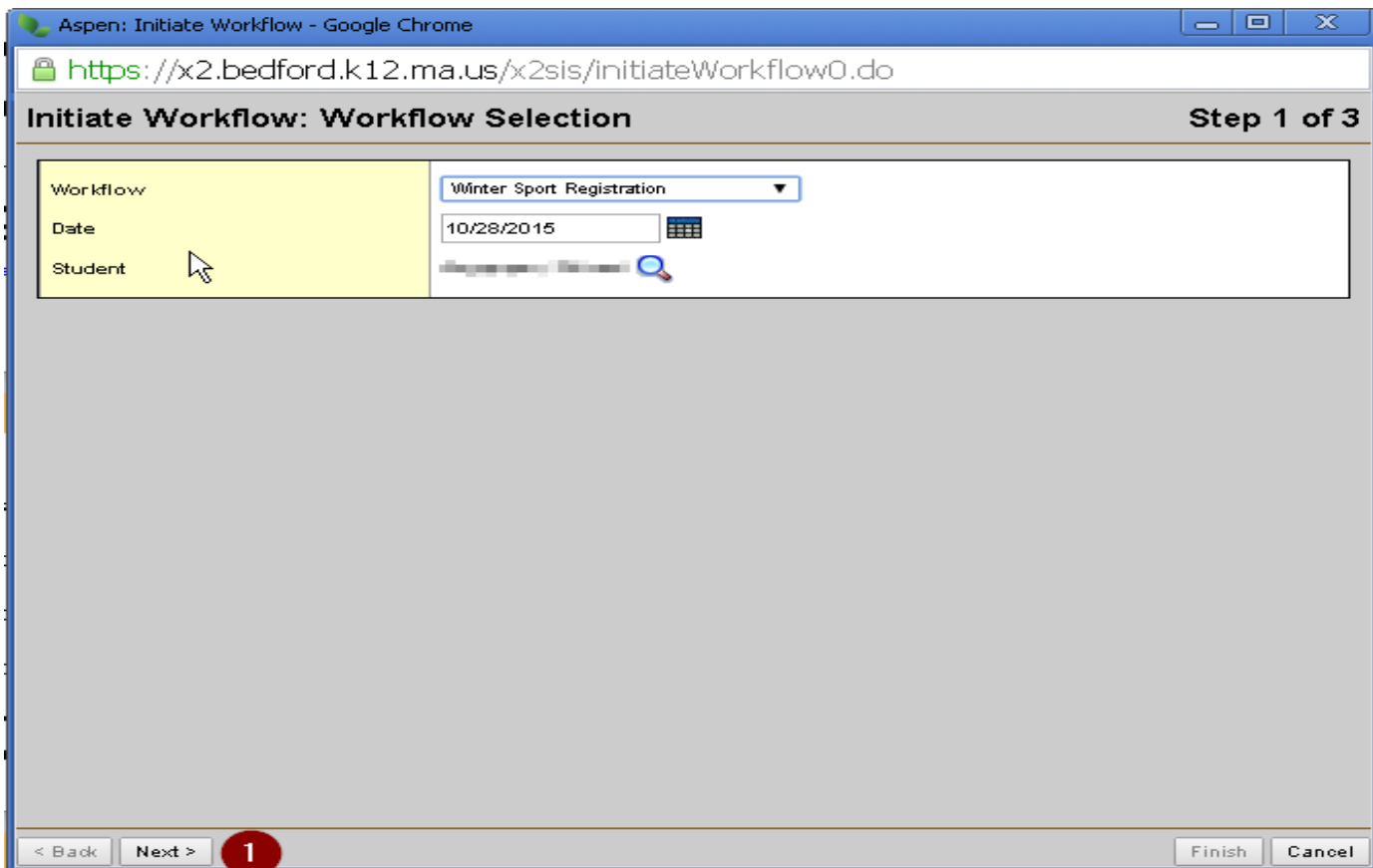
Date 10/28/2015

Student [magnifier 1]

Select student to register for sports and then click "OK"



Click "Next"



Select Sport, answer all applicable questions, Review the Waiver, student accident insurance, student-athlete handbook, requirements for participation, dangers of opioids and complete the concussion course if needed. Check Agreement Box. Click "Next" to confirm

The screenshot shows a registration form with several sections. On the left, there are checkboxes for 'Epi Pen', 'Asthma', and 'Uses Inhaler'. Below these are two large text input areas for 'Medications' and 'Concussion History'. At the bottom, there is an 'Agreement' checkbox. Red circles with numbers 1 through 4 are overlaid on the form: 1 is on the 'Asthma' checkbox, 2 is on the 'Medications' text area, 3 is on the 'Concussion History' text area, and 4 is on the 'Agreement' checkbox.

Then Click Next



Click "Finish" to complete registration Process

The screenshot shows a web browser window titled 'Aspen: Initiate Workflow - Google Chrome'. The address bar shows the URL: <https://x2.bedford.k12.ma.us/x2sis/initiateWorkflow2.do?validWizard=true>. The page content is titled 'Initiate Workflow: Confirmation' and 'Step 3 of 3'. It displays a table with the following information:

Workflow	Winter Sport Registration
Student	[Redacted]
Date	10/28/2015

At the bottom of the page, there are buttons for '< Back', 'Next >', 'Finish', and 'Cancel'. A red circle with the number 1 is overlaid on the 'Finish' button.

Once you have completed the registration process (AND CLICKED FINISH), and the registration has been accepted by the Athletic Office (usually with 24 hours), you will be able to view the student's information i.e. sports registered for, physical expiration date and baseline expiration date.

The screenshot shows the Bedford Public Schools 2019-2020 website. The navigation bar includes 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. The 'Family' tab is active. Below the navigation bar, there is a search bar for 'Students' with a dropdown menu showing '12' results. A search box contains the text 'Student's Name'. To the left of the main content area is a sidebar with various menu items: 'Details', 'Contacts', 'Daily Attendance', 'Health', 'Conduct', 'Transcript', 'Assessments', 'Schedule', 'Membership', 'Transactions', 'Documents', and 'Notification'. The 'Details' menu item is highlighted. The main content area has a 'Cancel' button and a 'Athletic Medic Info' tab. The 'Athletic Medic Info' tab is active and displays the following information:

Category	Value
Fall Sport	Boys Cross Country
Winter Sport	
Spring Sport	
Physical Expiration Date	7/19/2020
Baseline Expiration Date	8/15/2021
Athletics Allergy List	Spring - pollen allergy
Epi Pen	N
Asthma	N
Inhaler	N
Athletics Medication List	For pollen, he takes Claritan