## Aspen X2 Student and Family Portals Log-On Instructions

- 1. Open the website: <u>www.maldenps.org</u>
- Click the top menu link "RESOURCES" "For Families" "X2 System and Guides" or use <u>QuickLinks</u>

MALDEN PUBLIC SCHOOLS			
ADMINISTRATION ACADEMICS	SCHOOLS RESOURCES	LENDAR CONTACT	
General Information	For Families	For Teachers	and a
Bullying Prevention		Check E-mail	
District Report Cards	X2 System and Guides	X-2 Login	
	McKinney-vento Resources	Additional Statt Links	- 2
Policy and Procedures	Schools in Malden	2015 Conflict of Interest	

The X2 System link can also be found on every school webpage



- 5. Enter: Login ID
- 6. Enter: Password
- 7. Click: Log On

Malden Public Schools				
Login ID				
Password				
Trouble logging in?	I forgot my password			
+) Log On				

\*\*After clicking "Log On" CHANGE PASSWORD if prompted to do so!

- **8.** Type in the **Security Preference Information** *This screen will appear the first time you log in*
- 9. Click: Submit

Security Preferences Update To enable self serve password recovery, please provide the following information					
Primary email Security question Security answer					
Confirm answer					

Aspen X2 provides online support. Follow the steps below to access these resources.

- 1. Log into the Student or Family Portal then click any Top Tab except Pages.
- 2. Click Help from the menu bar.

Pages My I	Info Academi	ics Gro	oups	Calendar	Locker
My Record					
My Details	Options - F	Reports 🔻	Help		

3. Select any of the options under the Help menu to access a variety of resources.



- Click Using the Calendar
- GO MOBILE Click Receiving Follett Notifications on your Mobile Device
- User Guides → Family and Student Portals User Guide

Please not that some features in these resources many not be available