

# Setting Up Your Family Portal

## STEP 1:

Send an email with the subject line of Family Portal to [PortalHelp@coventryschools.net](mailto:PortalHelp@coventryschools.net) with the following information:

**Parent Name:**

**Student(s) Name:**

**Date of Birth:**

**School:**

**Grade:**

Within several school days you will receive a login ID and then go to STEP 2

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## STEP 2:

Go to the Coventry Public Schools website and click on the **Aspen Logo** ([www.CoventrySchools.net](http://www.CoventrySchools.net))



1. **Login and create a new password** – Login with the ID sent to you. You will be notified that ***“Your password has expired. Please create a new one.”*** You must adhere to the following requirements for new passwords:
  - Minimum length is 7
  - At least one number
  - The password cannot contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers
2. **Set your preferences** - click the **“Set Preferences”** link in the upper right corner of the screen. Then click the **Security** tab and fill in the following information below. This will allow you use the “I forgot my password” link on the login screen in the future.
  - Enter your **Primary email address**

- Choose a **Security Question**
- Enter your **Security question answer**
- **Confirm your Security question answer** by typing it in again

You will be given **one login account** for the district that provides you with Family Portal access. All registered students will be visible.

**By using the Login ID,you agree to the following terms:**

**Coventry School Department**

**Family Portal**

**ACCEPTABLE USE GUIDELINES & PARTICIPATION FORM**

The Coventry School Department is offering Aspen Family Portal as a means to further enhance communication with parents and to further promote educational excellence. Family Portal allows parents to view their own child's school records anywhere, anytime. In response for the privilege of accessing the site, every parent is expected to act in a responsible, ethical and legal manner. The Family Portal is available to every parent or guardian of a student enrolled in Coventry Schools. Parents are required to adhere to the following guidelines:

1. Parents will not share their password with anyone.
2. Parents will not attempt to harm or destroy data of their own children, of another user, school or district network or the Internet.
3. Parents will not use Family Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
4. Parents will not access data or any account owned by another parent. Parents who identify a security problem with Family Portal must notify [familyportal@coventryschools.net](mailto:familyportal@coventryschools.net) without demonstrating the problem to anyone else.
5. Parents who are identified as a security risk to Family Portal or any other Coventry School Department systems, computers or networks, will be denied access to Family Portal.

I understand that if I violate any terms of these guidelines that I may lose my privilege to use Family Portal, and may be liable for civil and/or criminal consequences.