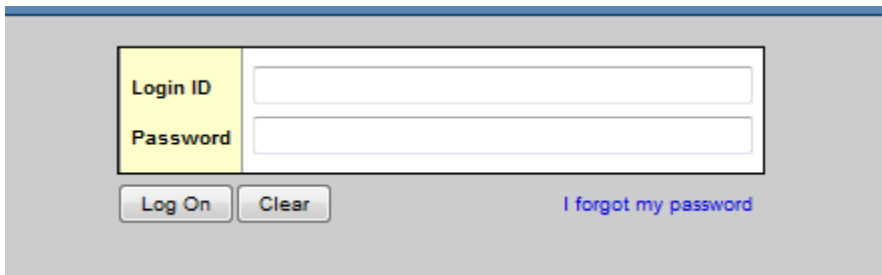


# Aspen Login Instructions

## Two Phase Process

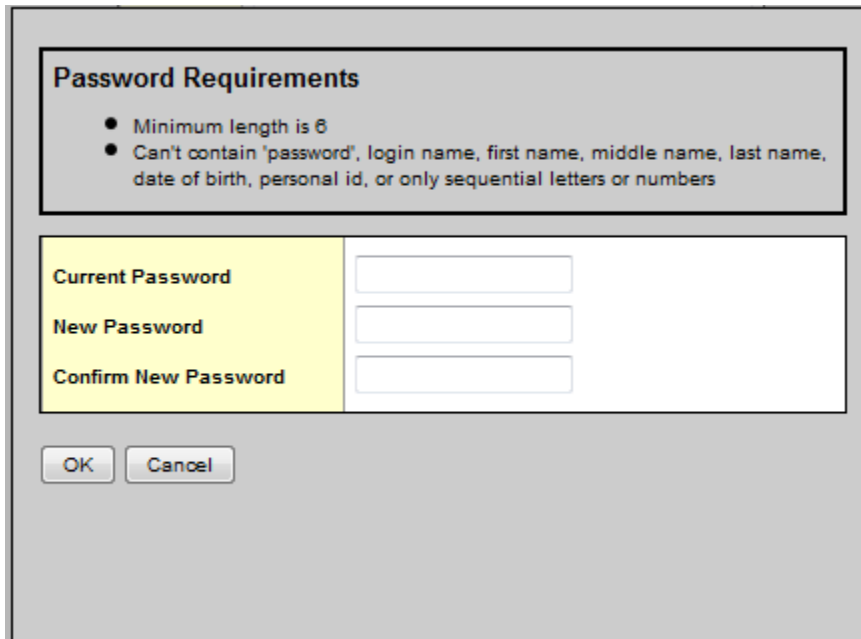
### First Login:

1. On the district homepage, click on the X2 Aspen link.
2. Enter your Login ID (your last name followed by your first name, all lowercase, no spaces or punctuation).
3. Enter your password. The default password was detailed in the login instructions e-mail that went out to all staff.



A screenshot of the Aspen login interface. It features a yellow box on the left with the labels "Login ID" and "Password". To the right of these labels are two white input fields. Below the input fields are two buttons: "Log On" and "Clear". To the right of the "Clear" button is a blue link that says "I forgot my password".

4. The first time you log in you will be required to select a new password.  
REMEMBER: Passwords and Usernames are case-sensitive.  
Current Password: enter your current password.  
New Password: enter your new password.  
Confirm New Password: enter your new password again here.



A screenshot of a "Password Requirements" dialog box. At the top, the title "Password Requirements" is displayed. Below the title are two bullet points: "Minimum length is 6" and "Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers". Below the requirements are three input fields labeled "Current Password", "New Password", and "Confirm New Password". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Please note the password requirements.

5. Click OK and you will be logged in.

## Second Login:

The second time you log into the system, you will be required to set some security preferences that will allow you to recover your password:

1. Primary email: enter your CoventrySchools.net email address. **Do not use accounts external to the school email system.**
2. Security Question: click on the drop down and select one of the security questions.
3. Security Answer: enter the answer to the security question you selected. **This is case sensitive.**
4. Confirm Answer: enter the answer again.
5. Click SUBMIT.

### Security Preferences Update

To enable self serve password recovery, please provide the following information

Primary email	<input type="text"/>
Security question	<input type="text"/>
Security answer	<input type="text"/>
Confirm answer	<input type="text"/>