**How to Create an Account in the Aspen Family Portal**

1. Use any internet browser and go to the division website, yorkcountyschools.org, or the school’s website, and click on the Aspen Family Portal link.

2. Click the “Request an Account” link on the login screen.

3. Select the “I am a parent new to Aspen” option and click Next.

4. Enter the security code that you were given in a letter from your child’s school. This security code is unique and can only be used once. Enter your last name as it appears on the letter and your telephone number click Next.
5. Enter your personal email address. **Your email address will become your login ID.** Choose a password and a security question. The security question will be used to reset your account in case you forget your password. Click “Create My Account”.

6. Click “Close” on the **Confirmation** screen. You will receive an email to verify your request. Please follow the instructions within the email.