

Updating Contact Verification

11/26/18

Please take the time to update all of your contact information via the Aspen Family Portal. It is important for us to have the most up-to-date and accurate information for you and your student(s).

NPS utilizes an emergency text messaging system used in the event of a district or school wide emergency. This allows us to communicate more quickly and effectively in the event of an emergency. Therefore, it is particularly important for you to provide a cell phone that can receive SMS (text) messages.

Please note that text messages will only be sent in the event of an extraordinary emergency, or weather cancellations.

After logging into Aspen, click the link that reads:

[Click here to update your contact and information release preferences](#)

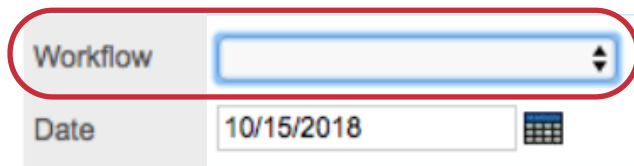


[Click here to update your contact and information release preferences](#)

Click on a link below for directions on how to:

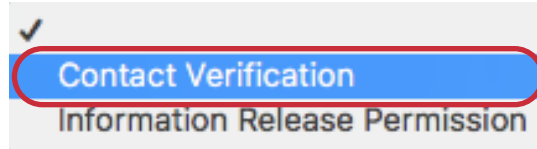
- [Update contact information](#)
- [Update release preferences](#)
- [Student Technology & Online Acceptable Use Guidelines](#)

Click the **Workflow** drop-down list.



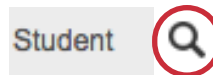
A screenshot of a form. The 'Workflow' field is a dropdown menu with a blue border and a red circle around it. The 'Date' field contains '10/15/2018' and has a calendar icon to its right.

Select **Contact Verification**.



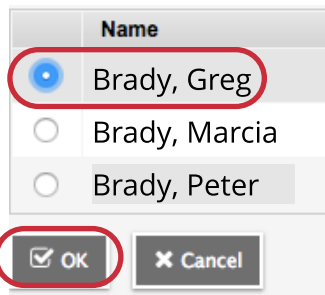
A screenshot of a selection menu. A checkmark is visible in the top left corner. The option 'Contact Verification' is highlighted in blue and has a red circle around it. Below it, 'Information Release Permission' is visible.

Click the magnifying glass icon next to **Student**.



A screenshot of a search field. The text 'Student' is on the left, and a magnifying glass icon is on the right, both within a red circle.

Select the child whose information release settings you want to change.



A screenshot of a list of children. The list has a header 'Name'. The first item is 'Brady, Greg' with a selected radio button, circled in red. The other items are 'Brady, Marcia' and 'Brady, Peter'. Below the list are 'OK' and 'Cancel' buttons, with 'OK' circled in red.

For contacts shared between children, updating contact information for one child will update for all children.

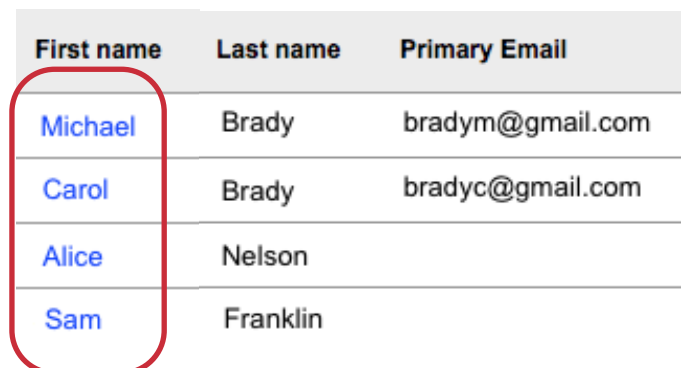
Click **OK**.

Click **Next**.



A screenshot of a 'Next' button with a right-pointing arrow.

Click on the blue text of the first name of the contact for whom you wish to make changes.



A screenshot of a table with three columns: 'First name', 'Last name', and 'Primary Email'. The first names 'Michael', 'Carol', 'Alice', and 'Sam' are highlighted in blue and circled in red.

First name	Last name	Primary Email
Michael	Brady	bradym@gmail.com
Carol	Brady	bradyc@gmail.com
Alice	Nelson	
Sam	Franklin	

Update the contact phone number and email information in the window that pops up and click **OK** when complete.

Title					
First name	Mike				
Last name	Brady				
Primary Email	<input type="text"/>				
Alternate Email	<input type="text"/>				
PRIMARY PHONE	<input type="text" value="(111) 111-1111"/>	SECONDARY PHONE	<input type="text" value="(222) 222-2222"/>	THIRD PHONE	<input type="text"/>
Phone Number		Phone Number		Phone Number	
Extension	<input type="text"/>	Extension	<input type="text"/>	Extension	<input type="text"/>
Type	Cellphone ▾	Type	Home ▾	Type	▾
Receive Text Msg	No ▾	Receive Text Msg	No ▾	Receive Text Msg	No ▾
Message and data rates may apply					
<input checked="" type="checkbox"/> OK <input type="checkbox"/> Cancel					

Repeat this process for any other contacts that require updating.

Remember that to make an address change or to add or delete a contact you will need to contact your child's school.

When you have completed all of the updates for the student's contacts, click **Next**.

First name	Last name	Primary Email
Michael	Brady	bradym@gmail.com
Carol	Brady	bradyc@gmail.com
Alice	Nelson	
Sam	Franklin	

Click **Finish**.

Workflow	Contact Verification
Student	Brady, Greg
Date	6/8/2018
<input type="button" value="← Previous"/> <input type="button" value="Next →"/> <input checked="" type="button" value="Finish"/> <input type="button" value="× Cancel"/>	