

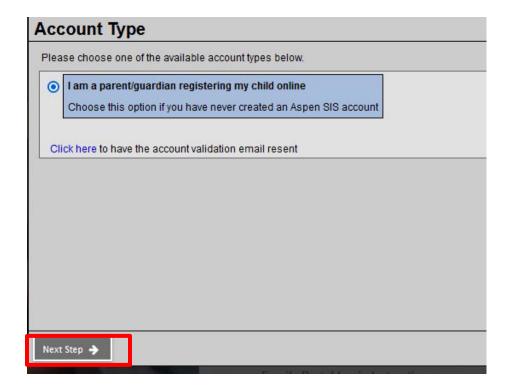
## **Creating Your Aspen Portal Account for Online Registration**

Go to <u>wcboe.org</u>. Click on "**Quick Links**", "**Enrollment**". Click on "**Registration**". This will bring you to the Aspen log in screen:

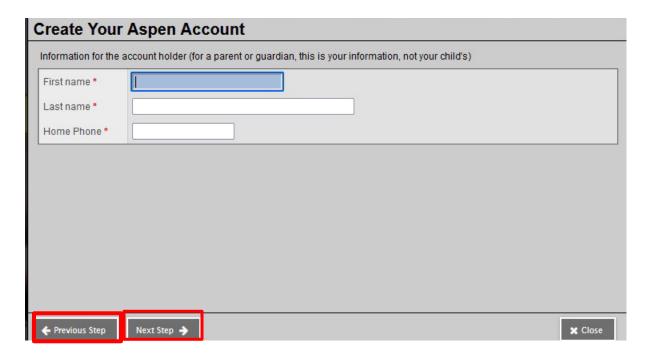
Click on "Request an account".

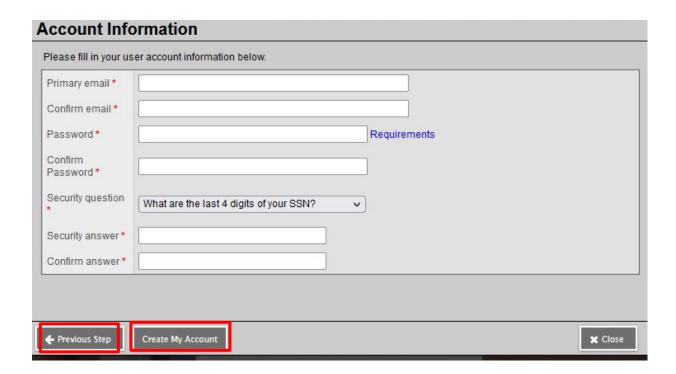


Select "I am a parent/guardian registering my child online", then click "Next Step":

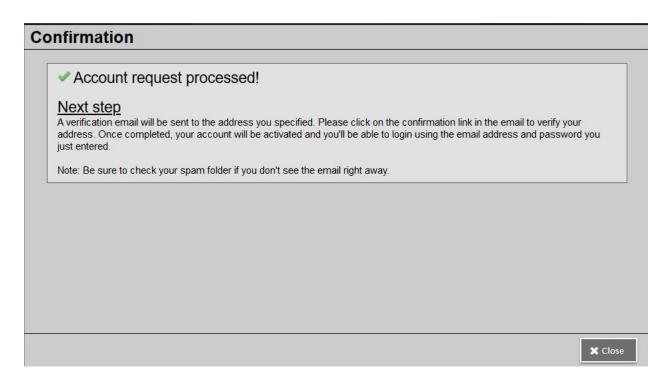


Enter the requested information. All prompts and questions must be completed.





Once you have completed the account information, click on "Create My Account". You should get the following:



An email will be sent to the email address you entered the Account information. If you do not see an email, please check the spam, junk, and trash folders. The sending email address will be x2pwrecovery@bpwcboe.org. The email will contain a link you must click to verify your account:

Click the link to activate your account. You should see the following:

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Thank you for requesting an Aspen account.

Your request was submitted using this email address. Please <u>Click Here</u> to verify your email address and activate your account.

If you didn't request an Aspen account, please click here to cancel the request.

Thank you, Aspen System Administrator



You will now be able to log into the Aspen Portal and begin the student registration process. Your Aspen Login ID is your email address, the password was set by you when you entered the account information.

Please send an email to <a href="mailto:enroll@wcboe.org">enroll@wcboe.org</a> if you have questions or if you have trouble completing this process.