



Creating Your Aspen Portal Account for Online Registration

Go to wcboe.org. Click on “**Quick Links**”, “**Enrollment**”. Click on “**Registration**”. This will bring you to the Aspen log in screen:

Click on “**Request an account**”.

A screenshot of the Aspen Portal login interface. It features a "Login ID" input field with a blue border, a "Request an account" button with a red border, a "Password" input field, and a "Log On" button with a right-pointing arrow. Links for "Trouble logging in?", "I forgot my password", and "Family Portal Login Instructions" are also visible.

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

A screenshot of the "Account Type" selection screen. The title "Account Type" is at the top. Below it, the text "Please choose one of the available account types below." is displayed. A radio button is selected next to the option "I am a parent/guardian registering my child online", which includes the subtext "Choose this option if you have never created an Aspen SIS account". A link "Click here" to have the account validation email resent is also present. At the bottom, a "Next Step" button with a right-pointing arrow is highlighted with a red border.

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

Create Your Aspen Account

Information for the account holder (for a parent or guardian, this is your information, not your child's)

First name *	<input type="text"/>
Last name *	<input type="text"/>
Home Phone *	<input type="text"/>

← Previous Step Next Step → ✕ Close

Account Information

Please fill in your user account information below.

Primary email *	<input type="text"/>
Confirm email *	<input type="text"/>
Password *	<input type="password"/> Requirements
Confirm Password *	<input type="password"/>
Security question *	<input type="text" value="What are the last 4 digits of your SSN?"/>
Security answer *	<input type="text"/>
Confirm answer *	<input type="text"/>

← Previous Step Create My Account ✕ Close

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

Confirmation

✔ Account request processed!

Next step
A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email address and password you just entered.

Note: Be sure to check your spam folder if you don't see the email right away.

[✕ Close](#)

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:

“Hi _____,

Thank you for requesting an Aspen account.

Your request was submitted using this email address. Please [Click Here](#) 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

Email Validation

✔ Verification completed successfully!

Your account is now active.

✕ Close

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 enroll@wcboe.org if you have questions or if you have trouble completing this process.