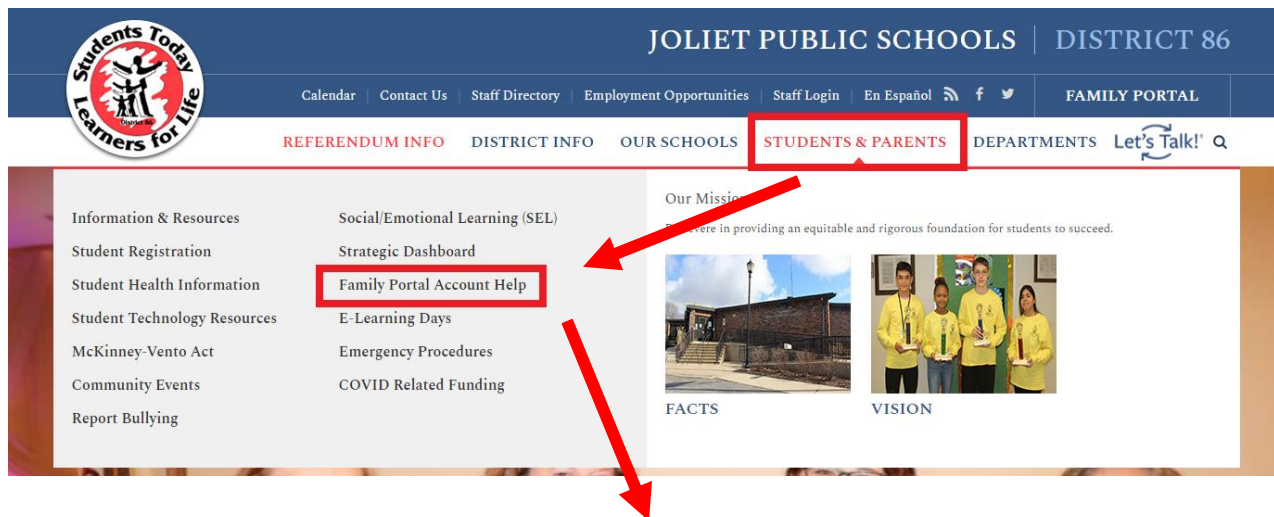


## How to Request an Aspen Family Portal Account Password Reset

### Cómo solicitar el restablecimiento de la contraseña de una cuenta del portal familiar de Aspen

- Click on the Students & Parents link on the District 86 website home page
- Haga clic en el enlace Estudiantes y Padres en la página de inicio del sitio de internet del Distrito 86
- Click on Family Portal Account Help
- Haga clic en Ayuda de la cuenta del Portal familiar



- Enter all required information
- Introduzca toda la información necesaria
- Click the SUBMIT button
- Haga clic en "SUBMIT" (ENVIAR)

The screenshot shows the 'FAMILY PORTAL ACCOUNT HELP REQUEST' form. The form contains the following fields:

- Parent/Guardian Last Name \*
- Parent/Guardian First Name \*
- Parent/Guardian Email Address \*
- Parent/Guardian Phone Number \*
- Help Needed \* (dropdown menu)
- Student #1 Full Name \*
- Student #1 School \*
- Student #2 Full Name
- Student #2 School
- Student #3 Full Name
- Student #3 School
- Student #4 Full Name
- Student #4 School

At the bottom of the form, there are two buttons: 'SUBMIT' (highlighted in red) and 'RESET'.

Your password information will be emailed to you once your information is verified.

La información de su contraseña se le enviará por correo electrónico una vez que se verifique su información