Wrentham Public Schools

Your School
120 Taunton Street
Wrentham, MA 02093

Phone: 508 - 384 - 5430
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June 6, 2016

Dear Parent/Guardian:

We are pleased to announce the opening of the Wrentham Public Schools Family Portal. As an integrated part of our Student Information System, the tools offered by the portal will make it easier to keep student and emergency contact data up-to-date. At this time we would like to make sure parents are able to log in and view their students without error before the full functionality is activated on September 1st.

To activate your account:

Please see the "**How do I access the portal?**" section of the enclosed brochure for activation instructions.

You will need to provide a new password by first typing in your temporary password given below and then entering your new password twice. The password must meet the following specifications:

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

If you have any questions about the activation process, have trouble logging in, or would like to change your username, contact the school via email at **aspenhelp@wrenthamschools.org.**

Once the account is activated and you have logged in, you will have access to the following:

Family: All of your children will be listed here. Please send an email to aspenhelp@wrenthamschools.org if the list contains errors.

Click the side-tabs to view Student Details, Contacts, Attendance, etc. Please review this information for accuracy and notify the main office if there is an error.

Pages: The portal homepage includes links to helpful guides and instructions.

The Workflow widget will be used starting in the 2016/2017 school year to verify student and emergency contact information.

The Recent Activity widget shows student attendance activity.

It is not recommended that you use the ‘back’ button when using the portal as this may result in an error message requesting data to be resubmitted.

Name on the account (student's primary contact):Jane Doe

Login ID:**nunsensl@nowhere.net**

Password:**############**

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