DSBN Family Portal Setup Instructions

Welcome to the DSBN Family Portal. To set up your account you will need the **Security Code** that was emailed to you. If you did not receive an email with the **Security Code**, please contact your school.

Click on the link in the email and you will be taken to the DSBN login page. Click on the "**Request an account**" link below the Login ID.

Select the "**I am a parent/guardian new to Aspen**" account type and click on the **Next Step** button.

Enter your **Security Code** exactly as it appears in your email and your **last name**. Click on **Next Step**.

Validation Information

These fields uniquely identify you within Aspen. The system will link up your new user account with existing family, contact, student information already in the system. The data must match 100% to continue. For issues, contact your district directly.

| Security code * | SECURITY CODE FROM EMAIL |
| Last name * | Last Name |

← Previous Step   Next Step →   ✖ Close

This is the primary phone number we have on file for you. Click on **Next Step**.

Request an account

Create Your Aspen Account

Please review the existing information below. For fields which can be updated, please change the information if it is incorrect.

First name	First
Last name	Last
Phone 1 *	999-999-9999

← Previous Step   Next Step →   ✖ Close

Complete the form below.

Password Requirements:

- Minimum length is 12
- At least one number
- At least one capital and one lowercase letter
- Can not contain "password", login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Click on **Create My Account**.

You will now receive an email with a verification link. Check your email and click on the link to verify your account.

Congratulations! You can now log into the DSBN Family Portal with your email and the password you provided.

Once you have logged in, verify your students by entering their **First Name** and **Birthdate** to access your students registered at DSBN.