

# USING ASPEN TO REGISTER FOR ENSEMBLES

Hello!

In order to register your child for Grade 4 Orchestra, Grade 5 Orchestra, Grade 5 Band, or Grade 5 Chorus you will need to be able to log in to Aspen, the Bedford School's grade & information keeping program.

To log in you must know your Aspen Parent Username. If you do not know what this is please email Nicole O'Toole and she can look it up for you: [nicole\\_otoole@bedfordps.org](mailto:nicole_otoole@bedfordps.org)  
Use the email that you gave to the Lane School as your contact email when making this request & include your name and your child's name.

## To connect to Aspen:

1. go to the Bedford Schools Website: [www.bedfordps.org](http://www.bedfordps.org)
2. go to the "Links" tab
3. then click on "Aspen Parent Portal"
4. in the second paragraph it says "Aspen can be accessed directly here"

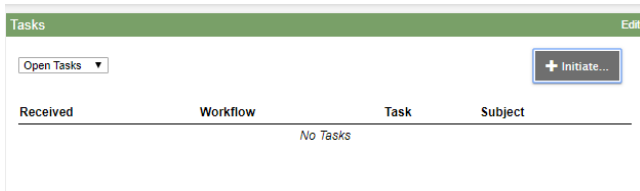
***If you don't remember your password OR have trouble logging in please do look at the "Password Recovery Instructions" on the Aspen Parent Portal page.***

If that does not work you may request help by emailing: [aspen@bedfordps.org](mailto:aspen@bedfordps.org)

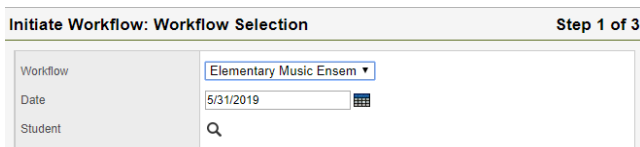
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## To Register for Ensembles:

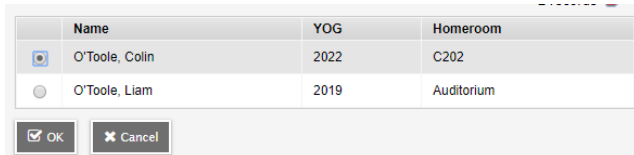
Once you have logged in click the **Initiate** button in Tasks.

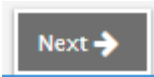


## Choose the **Elementary Music Ensembles** Workflow



Use the **magnifier to select child to register**, OK.

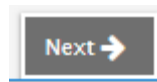


Then 

The below form should appear.

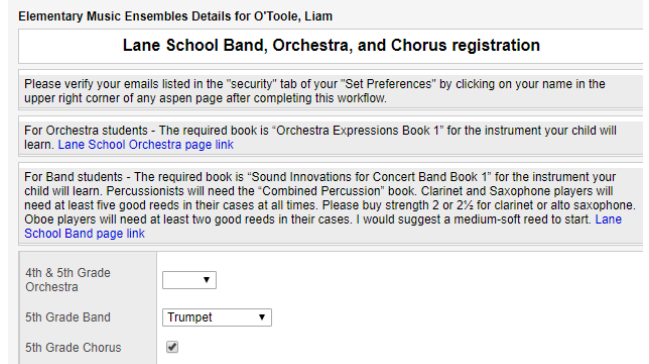
**BE SURE to read all the paragraphs please!**

Make your selections and click

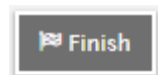


### Initiate Workflow: Details

Step 2 of 3



To make your selections final click



**Please only do this process one time per child.**

**Please only register your child for the upcoming year.**

**Note: Aspen does not send you a confirmation of your registration.**

### Questions about our programs?

Orchestra: [brianna\\_creamer@bedfordps.org](mailto:brianna_creamer@bedfordps.org)

Band: [nicole\\_otoole@bedfordps.org](mailto:nicole_otoole@bedfordps.org)

Chorus: [natan\\_wythe@bedfordps.org](mailto:natan_wythe@bedfordps.org)