

# How to Use the Student Emergency Contact Verification Workflow



The Student Emergency Contact Verification Workflow is an electronic process by which you can:

1. Update information on your child's existing emergency contacts.
2. Add new emergency contacts to your child's record.

Here is what you do:

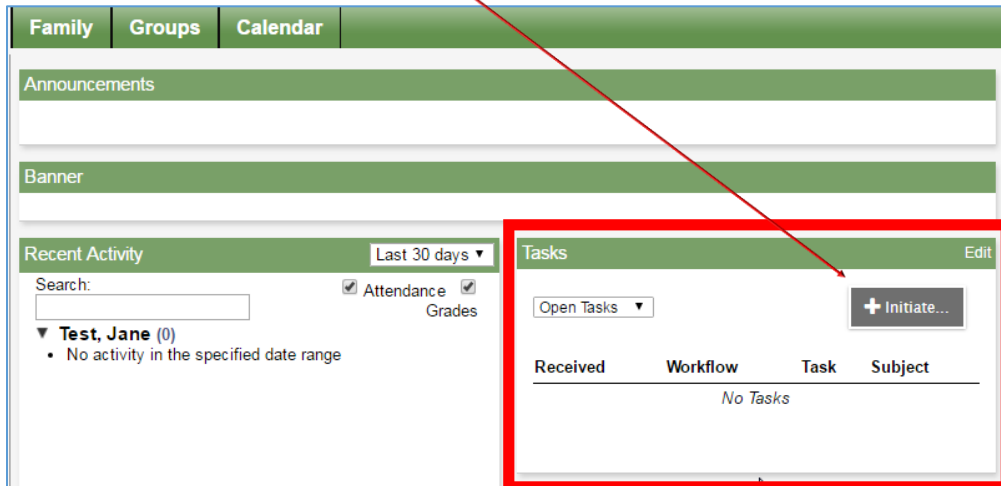
1. Open a web browser, Google Chrome, for example.
2. Go to the following URL address: <https://ma-attleboro.myfollett.com>.
3. You will see the login screen.



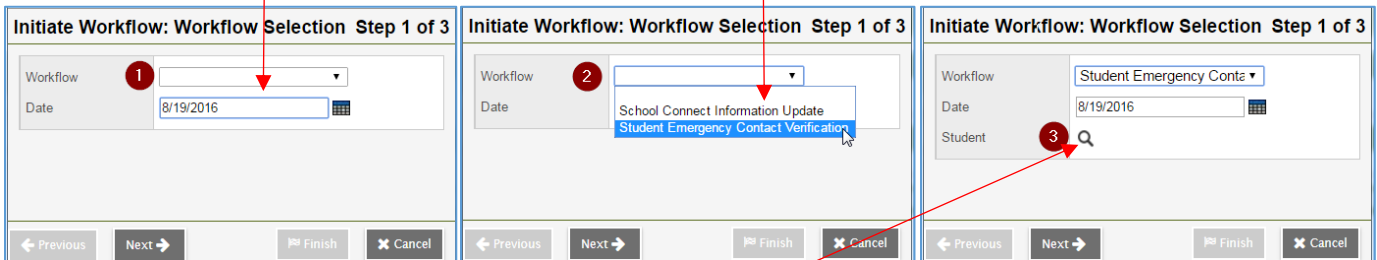
4. Enter the Login and Password you received. (If this is the first time you are logging in to Aspen, refer to the first time login instructions you received in the email with your login information.)
5. When you are logged in, you will see your Aspen Home Page. The home page is where you see many useful things such as: Announcements, Recent Student Activity, Group Resources, To Do Lists and for our purposes today there is a "Tasks" widget. The tasks widget is used to complete all workflows in Aspen.

## Starting the Workflow

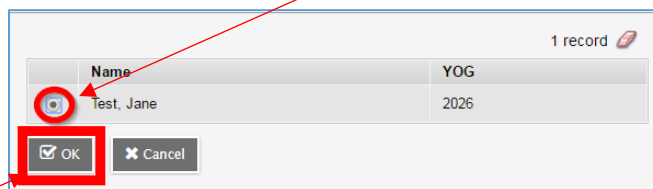
1. To begin the workflow, click on the “Initiate” button in the tasks widget.



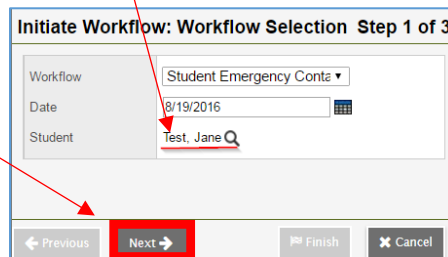
2. A workflow window will open.
3. Click on the “Workflow Selection” dropdown and select “Student Emergency Contact Verification”.



4. Now select the “magnifying glass” next to “Student” to open a selection screen.
5. The selection will show you all of your children. Click on the circle to the left of the child’s name to select the child you wish to update.



6. Click the “OK” button to complete your selection.
7. You will now see your child’s name on the form.
8. Click the “Next” button to continue to Step 2.



9. You will now see the Workflow Form which has all of your child’s current emergency contacts listed. Note that while you can see the first two contacts in the workflow and you can click on them, any edits you make will not be applied to your child’s record. These are for the first two primary guardians and any changes to these must be made through your school on paper as proof of residency will be required.

## Editing Existing Emergency Contacts

1. Follow the instructions above for “Starting the Workflow” above.
2. This workflow is only for emergency contacts.
3. To edit a contact, click on the “Emergency Priority” number in the list.
4. You will see the details of that contact on a form. Make any changes and click the “OK” button.

Contact First Name:

Contact Last Name:

Address Line 1:

Apt:

City, State Zip:

Phone 1:

Phone 2:

Phone 3:

Primary Email Address:

Emergency Priority:

Relationship:

Can Pick Up Child?:

OK  Cancel

**Initiate Workflow: Details** Step 2 of 3

Student Emergency Contact Verification Details for Test, Jane

**Student Contact Emergency Verification Form**

Student First Name: Jane Student Last Name: Test

**EMERGENCY CONTACT INFORMATION**

Click on the first name(s) link below to update Emergency contact information.

Please note that changes will NOT be applied to Contact 1 or 2 as these are the child's parents. Changes to contact 1 or 2 must be made in person. These changes, when submitted will be sent to the staff at your child's school. They will view them and if they deem them appropriate they will be applied to your child's record.

	Emergency Priority	First Name	Last Name	Phone01	Phone02
<input type="checkbox"/>	1	Mother	Test	(120) 303-0587	(123) 456-7890
<input type="checkbox"/>	2	Dad	Test	(892) 786-5976	
<input checked="" type="checkbox"/>	3	Grandma	Test	(401) 444-2134	

5. The information will show on the workflow form now. If you wish to add others, repeat this process until you have added them all.
6. When you have made your changes click the “Next” button to move to Step 3.

**EMERGENCY CONTACT INFORMATION**

Click on the first name(s) link below to update Emergency contact information.

Please note that changes will NOT be applied to Contact 1 or 2 as these are the child's parents. Changes to contact 1 or 2 must be made in person. These changes, when submitted will be sent to the staff at your child's school. They will view them and if they deem them appropriate they will be applied to your child's record.

	Emergency Priority	First Name	Last Name	Phone01	Phone02
<input type="checkbox"/>	1	Mother	Test	(120) 303-0587	(123) 456-7890
<input type="checkbox"/>	2	Dad	Test	(892) 786-5976	
<input type="checkbox"/>	3	Grandma	Test	(401) 444-2134	
<input type="checkbox"/>		Uncle	Test	508-443-0013	

7. You will see “Step 3” the confirmation screen. Click the “Finish” button to complete the workflow.

**Initiate Workflow: Confirmation** Step 3 of 3

Workflow	Student Emergency Contact Verification
Student	Test, Jane
Date	8/19/2016

8. You have completed the workflow and staff in your child's school will receive notification. Once they go in to Aspen, they will "complete" the process to apply the changes. This may take a few days depending on how busy the staff are.

## Adding New Emergency Contacts

1. Follow the instructions above for “Starting the Workflow” above.
2. When you have the workflow window open, below the list of existing contacts are two buttons. To add a new contact, click the “Add” button.

**Initiate Workflow: Details** **Step 2 of 3**

Student Emergency Contact Verification Details for Test, Jane

**Student Contact Emergency Verification Form**

Student First Name: Jane Student Last Name: Test

**EMERGENCY CONTACT INFORMATION**

Click on the first name(s) link below to update Emergency contact information.

Please note that changes will NOT be applied to Contact 1 or 2 as these are the child's parents. Changes to contact 1 or 2 must be made in person. These changes, when submitted will be sent to the staff at your child's school. They will view them and if they deem them appropriate they will be applied to your child's record.

	Emergency Priority	First Name	Last Name	Phone01	Phone02
<input type="checkbox"/>	1	Mother	Test	(120) 303-0587	(123) 456-7890
<input type="checkbox"/>	2	Dad	Test	(892) 786-5976	
<input type="checkbox"/>	3	Grandma	Test	(401) 444-2134	

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3. You will see an empty form. Fill out as much information as you can. It will be used to verify who is picking up your child.

Contact First Name:

Contact Last Name:

Address Line 1:

Apt:

City, State Zip:

Phone 1:

Phone 2:

Phone 3:

Primary Email Address:

Emergency Priority:

Relationship:

Can Pick Up Child?:

Fill in all possible information. Your child's safety is our first priority, so we will need enough information to verify who this person is when picking up your child

4. Once you have filled out the form, click the “OK” button.
5. The information will show on the workflow form now. If you wish to add others, repeat this process until you have added them all.
6. When you have made your changes click the “Next” button to move to Step 3.

**EMERGENCY CONTACT INFORMATION**

Click on the first name(s) link below to update Emergency contact information.

Please note that changes will NOT be applied to Contact 1 or 2 as these are the child's parents. Changes to contact 1 or 2 must be made in person. These changes, when submitted will be sent to the staff at your child's school. They will view them and if they deem them appropriate they will be applied to your child's record.

	Emergency Priority	First Name	Last Name	Phone01	Phone02
<input type="checkbox"/>	1	Mother	Test	(120) 303-0587	(123) 456-7890
<input type="checkbox"/>	2	Dad	Test	(892) 786-5976	
<input type="checkbox"/>	3	Grandma	Test	(401) 444-2134	
<input type="checkbox"/>		Uncle	Test	508-443-0013	

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7. You will see “Step 3” the confirmation screen. Click the “Finish” button to complete the workflow.

**Initiate Workflow: Confirmation** **Step 3 of 3**

Workflow	Student Emergency Contact Verification
Student	Test, Jane
Date	8/19/2016

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### Deleting an Existing Emergency Contact

1. Follow the instructions above for “Starting the Workflow” above.
2. When you have the workflow window open, below the list of existing contacts are two buttons. To delete a contact, click the checkbox next to that contact in the workflow form.

**Initiate Workflow: Details** **Step 2 of 3**

Student Emergency Contact Verification Details for Test, Jane

**Student Contact Emergency Verification Form**

Student First Name: Jane      Student Last Name: Test

**EMERGENCY CONTACT INFORMATION**

Click on the first name(s) link below to update Emergency contact information.

Please note that changes will NOT be applied to Contact 1 or 2 as these are the child's parents. Changes to contact 1 or 2 must be made in person. These changes, when submitted will be sent to the staff at your child's school. They will view them and if they deem them appropriate they will be applied to your child's record.

	Emergency Priority	First Name	Last Name	Phone01	Phone02
<input type="checkbox"/>	1	Mother	Test	(120) 303-0587	(123) 456-7890
<input type="checkbox"/>	2	Dad	Test	(892) 786-5976	
<input checked="" type="checkbox"/>	3	Grandma	Test	(401) 444-2134	

+ Add    **Delete**

← Previous    **Next →**    Finish    × Cancel

3. Now click on the “Delete” button.
4. When you have made your changes click the “Next” button to move to Step 3.
5. You will see “Step 3” the confirmation screen. Click the “Finish” button to complete the workflow.

**Initiate Workflow: Confirmation** **Step 3 of 3**

Workflow	Student Emergency Contact Verification
Student	Test, Jane
Date	8/19/2016

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← Previous    Next →    **Finish**    × Cancel

**Always keep in mind that no changes whatsoever will effect contact 1 or contact 2!**