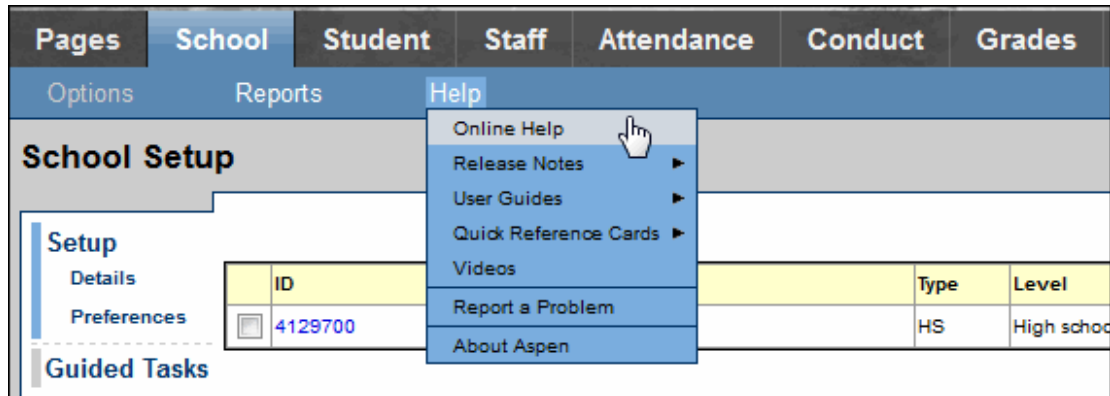


Use the Help Menu

Go to the **Help** menu to access information that will make using Aspen easier and more efficient. When you have a question about how to do something in the system, come to this menu first:



The **Help** menu contains the following options:

- **Online Help:** Click to view an online help system with instructions on how the system is set up and ways to perform common tasks. A table of contents, index, and search feature make it easy to find the information you need.
- **Release Notes:** Click to view a list of major changes and new features that have been added to the system in recent releases.
- **User Guides:** Click to open a PDF version of all of the Aspen user guides, such as Basic Navigation and Managing Students. Refer to and print these as needed. They are updated with each release.
- **Quick Reference Cards:** Click to access sheets on guided steps or summaries of the most common tasks used by a user role (such as a nurse) or in a particular Aspen view (such as the Health view). They provide a good refresher after attending a training or a quick way to look up a frequently used feature or process.
- **Videos:** Click to access training videos, lesson plans, and quick reference guides to help you learn Aspen and train others.
- **Report a Problem:** If your district uses the feature and you have appropriate privileges, the **Report a Problem** option appears. Click to [report a problem to your district's IT department](#).
- **About Aspen:** Click to view which version of the system you are currently using.

Recover Your Password

If you forget your password and automatic password recovery has been set up on your system, you can retrieve it from the Log On page.

To recover your password:

1. On the Log On page, click **I forgot my password**. The Password Reset dialog box appears.
2. Enter your **Login ID** and **Primary email** address.
3. Click **Continue**. The Password Reset dialog box expands to include the security question you chose when setting up password recovery.
4. Type the response, and click **Submit**. If the answer is correct, Aspen sends a message containing your password to your primary email address.