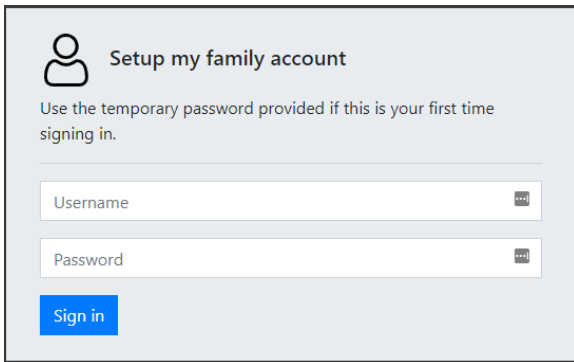


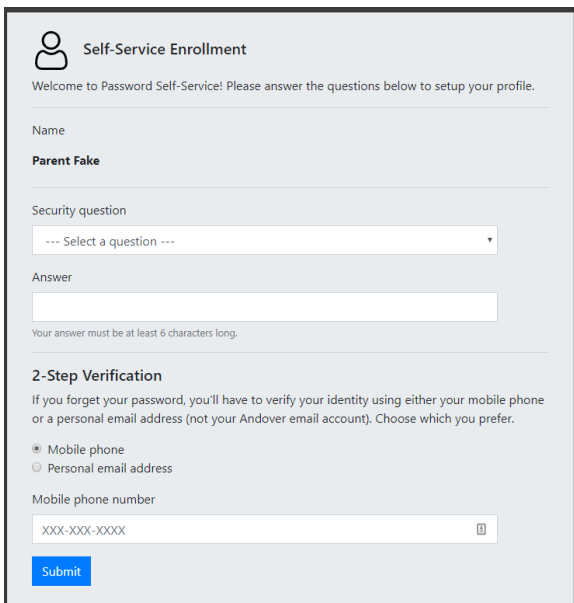
# Setup your Andover Public Schools family account

1. Open <https://password.andoverma.us/family> in a web browser.
2. In the "Setup my family account" box, enter the username and temporary password you were provided via email.



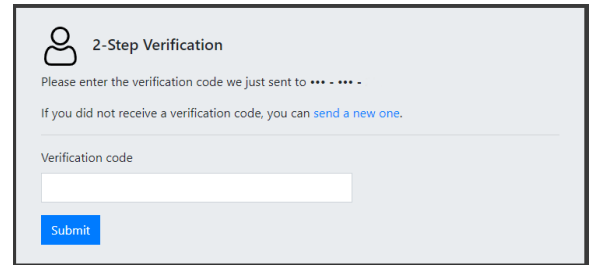
The screenshot shows a form titled "Setup my family account" with a user icon. Below the title, it says "Use the temporary password provided if this is your first time signing in." There are two input fields: "Username" and "Password", both with a "Show/Hide" icon. A blue "Sign in" button is at the bottom left.

3. On the Self-Service Enrollment page. Choose a security question, and how you would like to verify your identity (via mobile phone or email address).



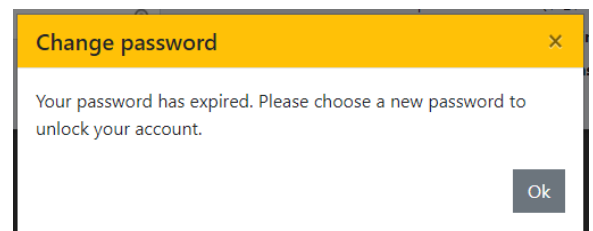
The screenshot shows a form titled "Self-Service Enrollment" with a user icon. Below the title, it says "Welcome to Password Self-Service! Please answer the questions below to setup your profile." There are several sections: "Name" with a "Parent Fake" label; "Security question" with a dropdown menu showing "--- Select a question ---"; "Answer" with a text input field and a note "Your answer must be at least 6 characters long."; "2-Step Verification" with instructions and two radio buttons: "Mobile phone" (selected) and "Personal email address"; and "Mobile phone number" with a text input field showing "XXX-XXX-XXXX" and a "Submit" button at the bottom left.

4. Please enter the six-digit verification code that will be sent to you via the method you selected (text message or email).



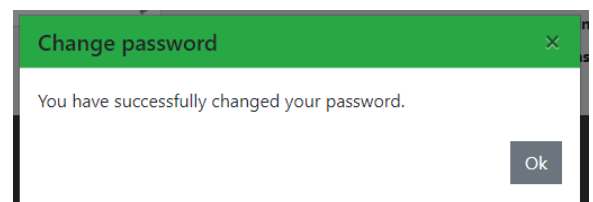
The screenshot shows a form titled "2-Step Verification" with a user icon. Below the title, it says "Please enter the verification code we just sent to ... - ... -". There is a note: "If you did not receive a verification code, you can [send a new one](#)." There is a "Verification code" input field and a blue "Submit" button at the bottom left.

5. You will be required to change your password. Press OK and enter a new password for your account that meets the requirements given.



The screenshot shows a dialog box titled "Change password" with a yellow header and a close button (X). The text inside says "Your password has expired. Please choose a new password to unlock your account." There is an "Ok" button at the bottom right.

6. A green box will pop up stating that you successfully changed your password. You have successfully setup your family account.



The screenshot shows a dialog box titled "Change password" with a green header and a close button (X). The text inside says "You have successfully changed your password." There is an "Ok" button at the bottom right.

7. You may proceed to login to Aspen (<https://ma-andover.myfollett.com>)