



# **Aspire**

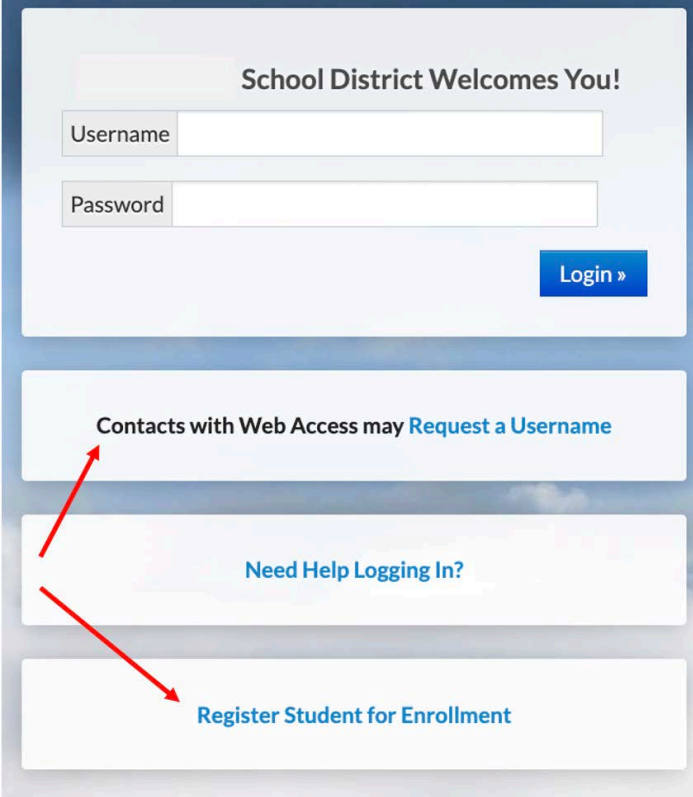


## **Online Registration for New Student**

### **Guardians / Contacts without an Aspire Account**

**Parents/Contacts/Guardians** - Before you start this process you will need to have the **student's Birth Certificate/Passport or legal document** and phone numbers for emergency contacts.

On the Aspire login page <https://sisweb.murrayschools.org/Login.aspx> **begin** by selecting either **Contact with Web Access may Request a Username** if you already have a parent Aspire account **OR** select - **Register Student for Enrollment**



The screenshot shows the 'School District Welcomes You!' login page. It features a 'Username' field, a 'Password' field, and a 'Login »' button. Below the login fields, there are three links: 'Contacts with Web Access may Request a Username', 'Need Help Logging In?', and 'Register Student for Enrollment'. Two red arrows originate from the left side of the page; one points to the 'Request a Username' link and the other points to the 'Register Student for Enrollment' link.

Select the option that applies - Request a Username. Please follow the instructions closely.

To create an Aspire username and password- you need your **student's school ID number** and **birthdate**.

If you don't know your student's school ID number, you can look on an old report card, transcript (student number should be on a report) or contact the school.

Enter **Student ID** number and **Birth Date** and select - **Lookup Student**.

**Continue - enter a Username - preferably your email address - this makes it easier to remember.**

**Follow Password requirements.**

The screenshot shows a web form titled "Please Select Yourself" with the instruction "If you are not listed, contact your student's school for further assistance." Below this is a radio button labeled "Father Time". The next section is "Choose a Username and Password" with the subtext "Your password protects your account" and a note: "Avoid selecting an easily guessed password and take steps to keep your password safe. You must use at least 8 characters and include both letters and numbers or special characters." This section contains three input fields: "Username", "Password", and "Confirm Password". The "Confirm Student" section follows, with a box for "Students name and birth date will appear here." and a checkbox for "I certify that I am authorized to access this student's school records." At the bottom left is a "« Cancel" button, and at the bottom right is a green "Create Account »" button.

Please Select Yourself

If you are not listed, contact your student's school for further assistance.

☐ Father Time

Choose a Username and Password

Your password protects your account

Avoid selecting an easily guessed password and take steps to keep your password safe. You must use at least 8 characters and include both letters and numbers or special characters.

Username

Password

Confirm Password

Confirm Student

Students name and birth date will appear here.

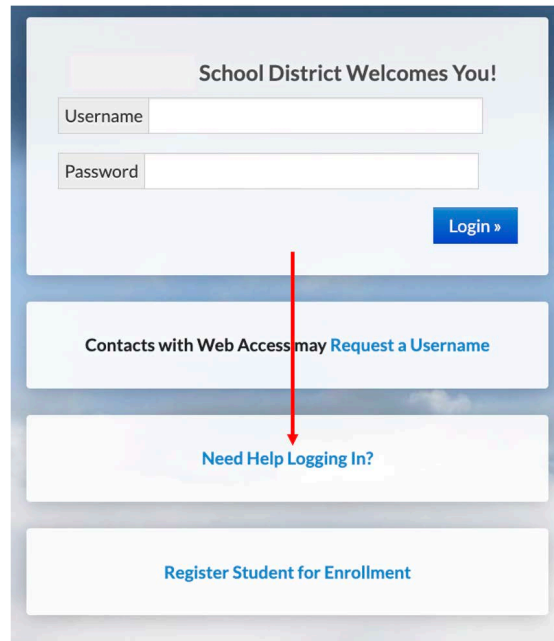
☐ I certify that I am authorized to access this student's school records.

« Cancel 

## New Student Registration

After creating your username and password - login

If you don't remember what you entered - Select - **Need Help Logging In?**



School District Welcomes You!

Username

Password

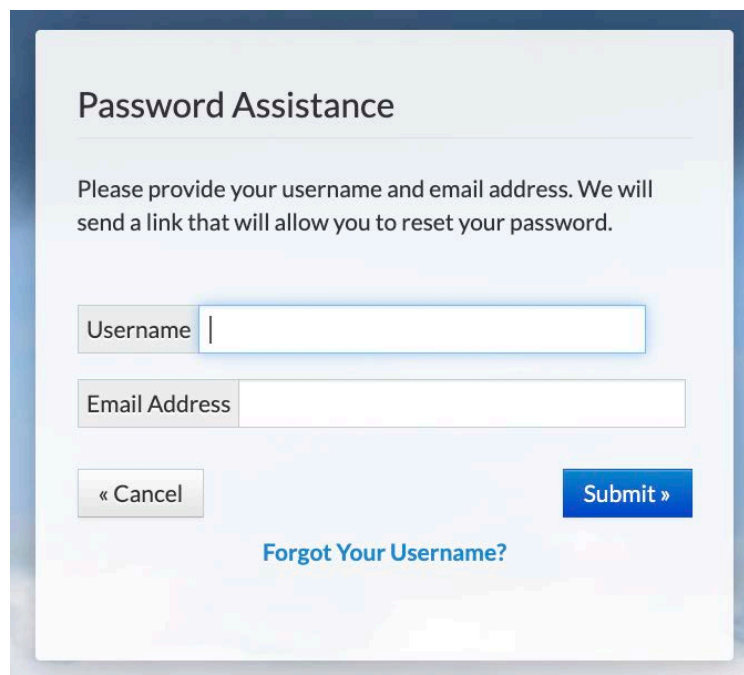
Login »

Contacts with Web Access may [Request a Username](#)

[Need Help Logging In?](#)

[Register Student for Enrollment](#)

**Password Assistance - Provide your username and email address - click submit , you will receive a generic password in the email you provided.**



**Password Assistance**

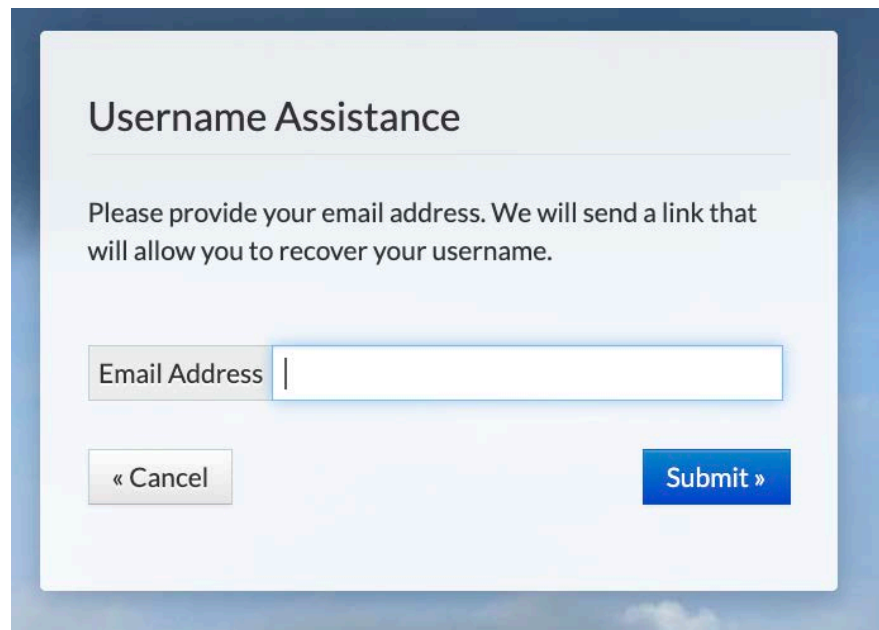
Please provide your username and email address. We will send a link that will allow you to reset your password.

Username

Email Address

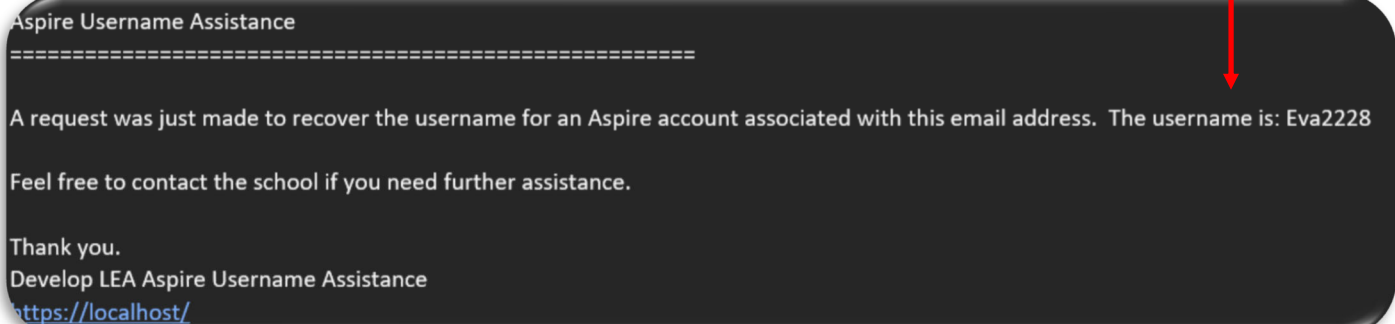
« Cancel Forgot Your Username?

## Forgot Your Username? - Provide Email Address - Submit



A screenshot of a web form titled "Username Assistance". The form has a light blue header with the title. Below the title, there is a message: "Please provide your email address. We will send a link that will allow you to recover your username." Below this message is a text input field with the placeholder text "Email Address". To the left of the input field is a label "Email Address". Below the input field are two buttons: a "« Cancel" button on the left and a "Submit »" button on the right. The entire form is set against a background of a blue sky with clouds.

**You will receive your Username in the email you provided.**



A screenshot of an email content preview. The preview is a dark grey rounded rectangle. At the top, it says "Aspire Username Assistance" followed by a line of equals signs. Below that, it says "A request was just made to recover the username for an Aspire account associated with this email address. The username is: Eva2228". Then it says "Feel free to contact the school if you need further assistance." followed by "Thank you." and "Develop LEA Aspire Username Assistance". At the bottom, there is a blue hyperlink "https://localhost/". A red arrow points down to the email preview from the text above.

## Begin Registration -

### Register New Student

- ❶ Children enrolling in K-12 grade levels must be 5 years old on or before September 1 to be enrolled in a Utah school, unless a student's parent is on active duty within a branch of the U.S. Armed Forces.
- ❷ Before registering a new student for enrollment, use a certified copy of the birth certificate or another legal document such as a passport for entering the student's legal name.
- ❸ Student names must be entered on the registration form exactly as they are on the birth certificate.
- ❹ Before a student is accepted for enrollment and the enrollment process is completed, the following enrollment verification documents are required to be brought to the school:
  1. Original birth certificate (or affidavit of lost certificates), or another legal document such as a passport.
  2. Certified and complete immunization records or official certificate of immunization exemption.
  3. Proof of legal Utah residency, such as a utility bill or apartment lease. In cases of divorce decrees or other legal guardianship, this verification of address pertains to the legal guardian who has physical custody appointed by the courts (U.C.A. 53A-2-201). If this is the case, please contact the school to find out if other documents are required.
- ❺ For health information and medication disbursement, a form will need to be filled out at the school. This is for the safety of your student.

#### Select School Year

School Year 2023 - 2024    School Year 2024 - 2025

**NOTE: Please be very careful with your selections so you are not registering for the wrong school year, school or grade level. If you select the wrong one hit the reset button at the bottom and start over.**

If the school has not opened a window for registration for a specific school year, school or grade level, you will not see it on the screen. **Contact the school.**

#### Select School Year

School Year 2023 - 2024    School Year 2024 - 2025

#### Select School

Northwest School

Southwest School

#### Select Grade

K - Kindergarten

1 - First

2 - Second

3 - Third

4 - Fourth

5 - Fifth

6 - Sixth

for school year 2017 - 2018  
at **Northwest School**  
for grade K - Kindergarten

Reset

Continue

If the school has set this up you will want to click in the box next to **I'm not a robot** and select the images that apply then Continue.



I'm not a robot



reCAPTCHA  
Privacy - Terms



You will need to fill in all of information for the Parent/Guardian on the next screen. When you are finished click on the Save and Continue button.

## Parent/Guardian Information

**You must be the parent or guardian of the student you are registering.**

Enter your information below.

First Name

Last Name

Relationship to Student

▼

Email Address

Main Phone Number

### Home Address

Address

Address Line 2


City

State

▼

You will now enter the **Student information**

## Register Student

 Student Information

**i** Student's Legal Name must match what is on their birth certificate or passport.

Legal First Name

Legal Middle Name

Legal Last Name

☐ Specify Preferred Names

Birthdate

Sex

« Choose ▾ »

Birthplace

☐ Student was born outside the U.S.

If you put a check in the box by **Specify Preferred Names**, you will be able to put the name that the student would like to be referred to but, **legal name is how students will be tracked and will display on many screens.**

If the student was born outside the U.S. - Please add **What date was the student First enrolled in a U.S. School? and What date did the student first enter the U.S.?** **These dates will NOT be the same.**

Below choose what data restriction you want. Please read the definitions to select the correct option.

### Restricted Information

**i** Student information is protected by the Utah Student Data privacy act. However, student information, including directory information, address, phone number, student photos, etc. may be shared with institutions such as a yearbook company for purposes of appearing in a year book, the local newspaper to appear on the honor roll and in news stories, and on school/district web pages.

No Restrictions - Student's data will not be restricted from being released publicly as stated above.


Restrict Directory Data Only - Student's address, phone number, etc. will not be included in releases of information.

Restrict Photo Only - Student's photo will not be released to the yearbook, higher education, or newspapers.

Restrict Directory Data & Photos - Student's directory data and photos will not be released to any institution.

- « Choose »
- No restrictions
- Restrict directory data only
- Restrict Photos only
- Restrict directory data & photos

Answer the questions in the fields below to help the school determine if your student needs to be tested for ELL - **English Language Services**. This is a service to help your student in their education.

 Home Language Survey

**1 Purpose**

Identifies a student whose home language is not English; and,  
Identifies a student who will be tested on the skills of listening, speaking, reading and writing in English because another language is spoken at home.

**1 Parents/Guardians/Family Members**

The English proficiency test determines if your student needs a language support services program along with the regular education program.  
Your child is entitled to these language support services as a Civil Right.

**1 School Responsibilities**

At registration, Utah uses a standard form of the Home Language Survey (HLS) that identifies a student with a language other than English, or who comes from an environment where a non-English language is dominant.  
Students must be tested for services within 30 days of registration or within two weeks of entry into school, if during the year.

**1 This information cannot be used for immigration matters or reported to immigration authorities.**

Which language(s) does your child currently understand or speak?

« Choose Language(s) »

What is the primary language used in the home regardless of the language spoken by the student? « Choose a language » ▾

What is the language spoken most often by the student? « Choose a language » ▾


What is the language the student first acquired? « Choose a language » ▾

What language do you prefer for school-to-home information? « Choose a language » ▾

☐ Does your family come from a refugee background?

**1** If there is another language at home other than English, students will automatically be tested for English language acquisition services. To opt out of ALS(Alternative Language Services) also known as ELL(English Language Learners), please contact the school.

Only if the mailing address is different than the home address, put a check in the box next to Mailing and then enter the mailing address information.

 Address Information

**Home**

Street

Street 2

City

State  
« Choose » ▾

Zip Code

☐ **Mailing** (if different from Home)


## Communication

📞 Communication	
Parent/Guardian Phone Number Type	Phone Unavailable
<input type="text"/>	<input type="checkbox"/>
« Choose a type »	

Fill in any information that would apply to the student. This information is used to make sure the student has the best education possible.

* Special Programs
<p>📌 This information helps our school determine if the student is eligible for additional services and funding.</p>
<p><input type="checkbox"/> Student seeks enrollment without accompanying parent</p>
<p><input checked="" type="radio"/> Student is Not Homeless</p>
<p>Student is currently living:</p>
<p><input type="radio"/> With Other Family Due To Economic Hardship</p>
<p><input type="radio"/> In a Motel or Hotel</p>
<p><input type="radio"/> In a Shelter</p>
<p><input type="radio"/> In a car, park, campground</p>
<p><input type="radio"/> Somewhere w/o adequate facility</p>
<p>Please check any of the following that may apply. If any of the items are selected, please come into the school to fill out official paperwork.</p>
<p><input type="checkbox"/> IEP Individualized Education Program - Special Education Services in speech/language, reading, writing, math, life-skills, behavior.</p>
<p><input type="checkbox"/> Economically Disadvantaged Determined by proven income</p>
<p><input type="checkbox"/> Section 504 Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance. A student who has a physical or mental impairment that adversely impacts a major life activity. If the student is new to the school, please provide the school with a copy of the 504.</p>
<p><input type="checkbox"/> ED 506 Indian Education Program - An official form is required for each Indian Child as defined by the indian tribe or band. Please contact the school for this form.</p>
<p><input type="checkbox"/> Migrant A person who moves from one place to another, in order to find work or better living conditions.</p>
<p><input type="checkbox"/> Refugee A person who has been forced to leave their country in order to escape war, persecution, or natural disaster.</p>

You need to mark either yes or no in this section, or when you save you will get an error stating you need to mark something.


 **Health**

**Does this student have any health concerns?** (If yes, it is **mandatory and your responsibility** to come into the school and fill out the proper paperwork.)

☐ Yes  
☐ No

Notes regarding this student's health concerns

If your student is a **Military Child** mark yes in the box below.

 **Military Child**


**Is this student a Military Child?**

Military Child is used for Underage Enrollment in kindergarten and a waiver of high school graduation requirements.

A military child is defined in Utah Code 53A-1-1001 as the child of an active duty member of the uniformed services OR member or veteran of the uniformed services who are severely injured and medically discharged/retired for a period of one year after medical discharge/retirement OR member of the uniformed services who died on active duty.

☐ Yes, student is a Military Child

If your student has any legal bindings, mark yes in the box below. Legal documents will need to be provided for a legal binding to be enforced at the school.

 **Legal or Vital Alerts**

**Does this student have any legal alerts** (for example: court document, divorce decree, or any legal contract with binding conditions) **or vital alerts?**  
(If yes, please notify the school. If they are legal in nature a form will need to be filled out at the school as soon as possible.)

☐ Yes, student has legal or vital alerts

Enter contact information for all Parent/Guardian contacts for the student. Also you will not see the globe until web access is given to the Contacts/Guardians. To add another contact click on the add new contact button under the first one listed. If you need to edit the information click on the pencil and if you want to delete the contact click on the trash can.

**Parents/Guardians**
1 Contact

**Please add ALL parents/guardians.**

**Father Time**

**Father**

Phone Number: (801) 555-5555

Email Address: ftime@gmail.com

250 E 500 S Salt Lake City , UT 84111

**Add New Contact**

To add an Emergency Contact, click on plus sign - to **Add Emergency Contacts**. Do not enter parents in this field. You need to add an emergency contact in this section or check the box *I do not have an emergency contact*, or when you click save you will get an error stating you need to enter/mark something.

**Emergency Contacts**
0 Emergency Contacts

**Add Emergency Contact**

Do not add parents/guardians again they are always attempted to be contacted first.

★ Starred emergency contacts will be called before those not starred.

I do not have an emergency contact ☐

You need to have both **Race and Ethnicity** marked. This is Federally mandated information and the following are the only Races federally available . Please select the one that fits your situation the best.

**Race/Ethnicity**
Hispanic or Latino: No

**Ethnicity**


Is the student Hispanic or Latino? ☐ Yes ☐ No

**Race**

Select all that apply. You must select at least one race below.

☐ American Indian or Alaska Native
 ☐ Asian
 ☐ Black or African American
 ☐ Native Hawaiian or Other Pacific Islander
 ☐ White


If your student has never been enrolled in school before, you will not need to put anything here. This information is collected for contacting the previous school for student records.

 Previous School Attended

School Name


School Address

Any additional information you would like the school to know or if you have questions put it in this area.

 Notes

Optional notes, comments, or questions to the school registrar regarding this student

When everything is filled out click on Save. If something is wrong or all data are not entered, you will get an error at the top of the screen telling you what you need to finish adding.

-  **Sex is required.**  
**Home state is required.**  
**Home zip code is required.**  
**Hispanic or Latino is required.**  
**At least one race is required.**  
**Indicate if this student has any health concerns.**

If you had any missing information, once you add all required information, click on **Save** and you will see the **Registration saved successfully**.

✓ Registration saved successfully.

## Register Student

If the school has set up agreements for you and / or student to read and / or sign, they will show here.

**Read all agreements**, if there is a signature line for Parent and /or student, these signature names need typed exactly as they are displayed. **Signing your name(s) means you have read and agreed to the terms and conditions in the document. These documents are considered legal documents.**

Type the name(s) exactly the same as they display on the screen. If you get an error make sure there are no extra spaces in the names.

**These online signatures are considered legal electronic signatures.**

**Copy and paste the signatures in the appropriate fields.**

### Agreements

I have read and agreed to the terms and conditions.

Parent/Guardian Signature

**Travis Mearst**

Type your name exactly as shown above

Student Signature

**Erin Hanks**

Type your name exactly as shown above



The following screen will appear and from here you are able to register another student or create an Aspire account if you do not have one. If you do not wish to create an account, skip account creation.

Register Scott Test for grade 10 at

#1 - Your Information as a Parent/Guardian Complete

#2 - Enrollment Information Complete

#3 - Acceptable Use Policy Complete

This student's registration is complete, has been sent to the school, and is pending enrollment.

If you have any other students to register, do so now.

Register another student ←

You can now create an Aspire login.  
By creating a login, you will be able to access your student's grades, attendance, schedule, and other information.  
Create Aspire Login ←

Skip login creation process.  
If you do not want to create a login, please click the button below.  
→ End Session and Exit

If you have another student to register, when you select **Register another student**, you will be taken back to the screen where you will start the process over beginning with selecting the school year or if you are finished registering students and want to create an Aspire account, follow the instruction below.

Enter Email Address and Choose Password

Your password protects your account

Avoid selecting an easily guessed password and take steps to keep your password safe. You must use at least 8 characters and include both letters and numbers or special characters.

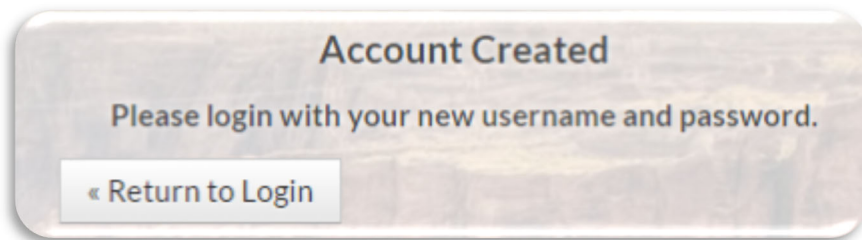
Email Address

Password

Confirm Password

☒ I certify that I am authorized to access these student's school records.

« Cancel Create Account »



After creating account, this is now where you will come when you want to login to Aspire with the user name and password you created.

A login form titled "School District Welcomes You!" set against a background of clouds. It features two input fields: "Username" and "Password". A blue "Login »" button is positioned at the bottom right.

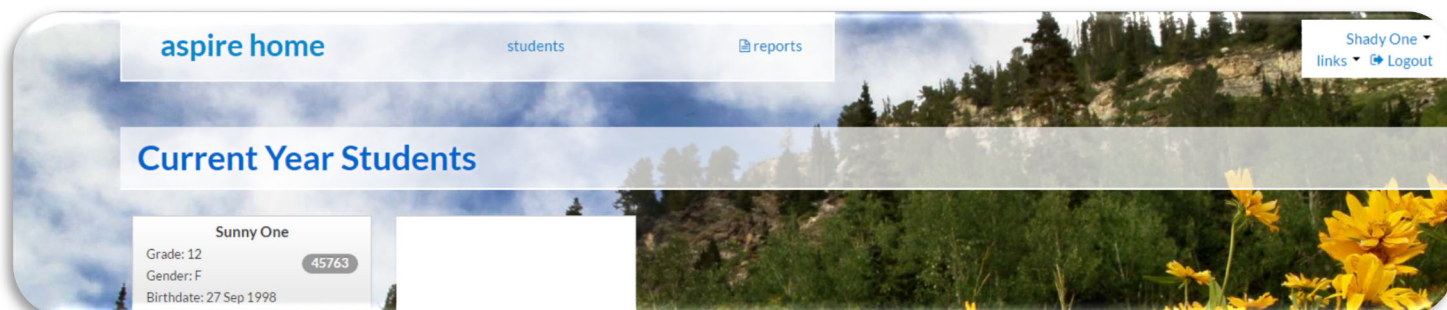
You will see the following when the school has not enrolled your student(s) yet.

The "aspire home" dashboard interface. At the top, there are tabs for "students" and "reports", and a "Logout" button. A red banner states "No Current Year Students Found". Below it, a blue banner says "Registered Students Pending Enrollment". Two student cards are displayed: "Randal" (Grade 1, Elementary School) and "Kaydee" (Grade 9, High School). A green button labeled "Register another student" is also visible.

**Give the school time to get your student(s) enrolled before contacting them.**

Once the school(s) has enrolled the student(s) you will see the following:

When you click on the student card you will be able to see the Student Lens and all information for the student, depending on what permissions the school(s) have set up for you to see. All access is permission based.



If the school is requiring you to verify existing information, you may see the following:

Verify the information or edit if you need to. Once you click on Verify, it will take you to the student Lens and you will be able to see all information for the student, depending on what the school(s) have set up for you to see. If you need to update any data changes, this is where you will update addresses, e-mail, phone numbers, etc.

Please verify that the following information is correct:

Contacts	Students	Emergency Contacts
<b>Windy One</b> <a href="#">Edit</a> <a href="mailto:Wone@gmail.com">Wone@gmail.com</a> Residential Addr. 250 East 500 South Main Phone: (801) 555-9999 Cellular (801) 809-5555	<b>Cloudy One</b> <a href="#">Edit</a> <i>Missing E-mail address.</i> Residential Addr. 250 East 500 South Salt Lake City, UT 84111 Phone (801) 555-9999 Ethnicity Non-Hispanic Race White <i>No health alerts.</i>	<a href="#">Add</a> There are no emergency contacts.


☐ I have reviewed the above information and it is correct. [Verify »](#) | [Remind me later](#)

Student

Info

Enrollment

Free/Reduced Meal Application



Legal Name:

Sunny One

SSID:

Born: 9/27/1998 (age: 18)

Gender: Female

Restricted Info: No restrictions

Hispanic or Latino: Non-Hispanic

Race(s): White

Address

250 East 500 South

Salt Lake City UT 84111

Phone Number

(801) 555-6878

Grade: 12

Advisor: Westley Compost

Contacts

Custodial

Non-Custodial

Emergency

Edit

Email Student Contacts

Testing Napper

Mother

Release

Main Phone

(800) 111-1111

Email Address

c8343@example.com