Aspire - Current or Former Student Registration

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Current and Former Student Registration –

Parents / Contacts / Guardians - who have Students who have been enrolled at the school, but the Parent / Contacts are 'without an Aspire account'.

Parents / Contacts / Guardians - can create an account by doing the following:

Begin - Aspire login Screen and select - Contacts with Web Access may - Request a Username.

OR- select - Have a new student? Register Student for Enrollment

Select the option that applies - Request a Username (if you don't have one).
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 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.
Current and Former Student Registration

If you can't remember your Aspire Account **Password or Username** - Select - **Need Help Logging In?**

Password Assistance - Provide Username and Email Address - Submit

You will receive a generic password in the email you provided.

https://apphelpdesk.schools.utah.gov/support/solutions/articles/19000013502
Forgot Your Username? - Provide Email Address - Submit

You will receive your Username in the email you provided.
Current and Former Student Registration – with an Aspire account, there are two ways you can get into register your student(s). First, select the following link from the Aspire login page.

Register Student for Enrollment

Select - I already have an Aspire Account - Login and register student

Register Your Student(s)

**New Student Registration**
Student has NEVER attended a school at Develop LEA
Please, DO NOT select this option if your student has EVER attended this school or another school at this district. Duplicate records will be created.

- I already have an Aspire account.
  - Login and register student
- I do not have an Aspire account.
  - Register new student(s)

**Current Student Registration**
Student is CURRENTLY ATTENDING or has PREVIOUSLY ATTENDED a school at Develop LEA

- I already have an Aspire account.
  - Login and register student
- I do not have an Aspire account.
  - Request a Username

It will take you back to the original login screen - **Enter your Username and Password**
If the school does not have a registration window open or your child has not been enrolled in this school within the past year, you will not see Register on the student cards.

or Register Student for Grade ?? on the Student Lens. Contact the school for assistance -

If the school has registration setup - after selecting a student card - you will see - Register Student for Grade ??

Enrollment Information - Incomplete - select - Enrollment Information and continue with the registration.

When selecting a student to Register if you see This student can not be registered right now. WHY?
Select - Why? You will see the following information:

**Why can't I register my student?**

You may not be able to register your student at this time for any of the following reasons:

1. The school has not yet opened up registrations for this student's grade level.

2. This student has not been enrolled in this school district or charter school within the past year. If this is the case, you must contact the school before registering your student. **DO NOT** select the "Register a New Student" option if this student has previously been enrolled at this school district or charter school.

Please contact the school if you have any other questions.
Second - select - Register from the student card,

From the Student’s Lens you can select Register Student for the Grade level ??, this will be the grade level they will be entering next school year.

Select - Enrollment Information.

All of the information that was previously entered in the current school year for the student will be displayed in the fields. Check closely to make sure the data is accurate and add information that has changed. You will not be able to change legal first name, legal middle name, legal last name, birthdate or gender. If you find that something is wrong in any of those fields, you would need to contact the school. Continue and enter or accept the Student information.
Specify Preferred Names - is an option to give a favorite name or short name for a student -
Example: Legal Name :Charles - Preferred Name: Charlie.

**Do not repeat the students first name in this field** - Legal Name :Charles - Preferred Name: Charles.

You may not see this option to Specify Preferred Names - some schools do not allow preferred names.

If you do have this option, 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 in state data submissions or legal documents such as a transcript.**

If the student was born outside the U.S. - Please add checkmark: **Student was born outside the U.S.**

**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 would not be the same.

**This information is used for testing students and helping the student succeed.**
When finished, select **Save** and the following screen will display - **Registration saved successfully.**

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.**
After - **Save** and **Continue** - it will return you back to the following screen where you can either return to **Aspire** and register another student or **Logout** of the system.

Enrollment Information and Documents will now show **Complete**.

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