

Directions for Accessing Your

Aspen Student Portal

ACCESSING LOGIN PAGE:

The Aspen Student Portal can be accessed from your **'My Apps' page** (<https://wcdsb.myontarioedu.ca>)

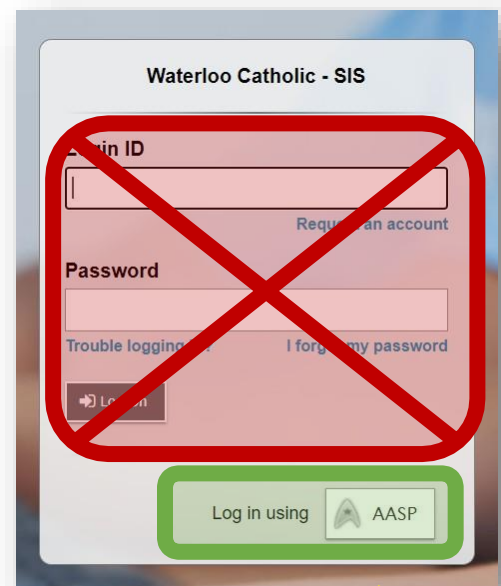
by clicking **this icon** →



LOGGING INTO STUDENT PORTAL:

To login, click on the button circled in **GREEN**.

NOTE: If you are logging in from a WCDSB Board computer or Chromebook, you will not be prompted for your student WCDSB login and password. **However, if prompted in a different window, enter your student WCDSB login and password.**



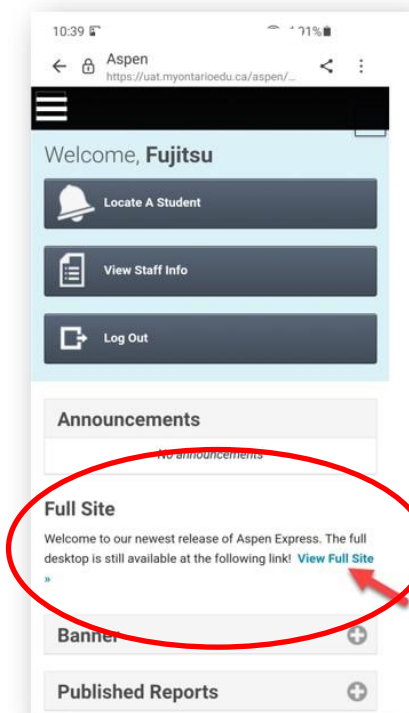
Click here

USING A CELL PHONE?

Click on **View Full Site** to view your schedule correctly.

2022-2023 TERM DEFINITIONS

For students enrolled in Civics and Careers, your alternating 0.5 credit courses are designated by term.



Term	Definition	Civics and Careers	
S1	Semester 1	S1T1	Term 1
		S1T2	Term 2
S2	Semester 2	S2T1	Term 1
		S2T2	Term 2
FY	Full Year	.n/a	

VIEW SCHEDULE

There are 2 ways you can view your schedule within Aspen's student portal page.

Option 1:

- Click on the **Academics** top tab.
- Select the drop-down menu for **Current Term** and select **All Terms**.

Using a cell phone? Scroll over to the right to view all columns.

The screenshot shows the Aspen student portal interface. The top navigation bar includes 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. The 'Academics' tab is selected. Below the navigation bar, there is a 'Classes' section with a search bar and several icons. A table of classes is displayed with columns for Description, Course, Term, Schedule, Teacher, Classrm, and Abs. A dropdown menu for 'Current Term' is open, showing 'All Terms' selected. A red arrow points to the dropdown menu.

Description	Course	Term	Schedule	Teacher	Classrm	Abs
Science	SNC2PI-02	S1	1(1)		84	0
Hospitality and Tourism Technologies	TFJ2OI-01	S1	2(1)		16	0
English	ENG2DI-02	S1	3(1)		125	0
Introduction to Business	BBI2OI-01	S1	4(1)		58	0
Religious Education	HRE2OI-13	S2	1(1)		107	0
Mathematics	MF2PI-03	S2	2(1)		P06	0
Canadian History Since World War I	CHC2PI-05	S2	3(1)		120	0
Computer Technology	TEJ2OI-02	S2	4(1)		55	0

Option 2:

- Click on the **My Info** top tab and **Current Schedule** side tab.
1. Click on **<< List View** (blue hyperlink) to make this your default next time you login.
 2. Click on the **a-z** button (sort order menu).
 3. Select **Sort by Term and Period**.

The screenshot shows the Aspen student portal interface. The top navigation bar includes 'Pages', 'My Info', 'Academics', 'Groups', 'Calendar', and 'Locker'. The 'My Info' tab is selected. Below the navigation bar, there is a 'Current schedule' section. A side navigation menu on the left includes 'My Details', 'Transcript', 'Current Schedule Details', 'Contacts', 'Attendance', and 'Incidents'. The 'Current Schedule Details' side tab is selected. The 'List View' button is highlighted with a red circle and the number 1. The 'a-z' button is highlighted with a red circle and the number 2. The 'Sort by Term and Period' option in the sort order menu is highlighted with a red circle and the number 3.

Term	Course	Description	Schedule	Classrm	Tea
S1	SNC2PI-02	Science	1(1)	84	
S1	TFJ2OI-01	Hospitality and Tourism Technologies	2(1)	16	
S1	ENG2DI-02	English	3(1)	125	
S1	BBI2OI-01	Introduction to Business	4(1)	58	
S2	HRE2OI-13	Religious Education	1(1)	107	
S2	MF2PI-03	Mathematics	2(1)	P06	
S2	CHC2PI-05	Canadian History Since World War I	3(1)	120	
S2	TEJ2OI-02	Computer Technology	4(1)	55	