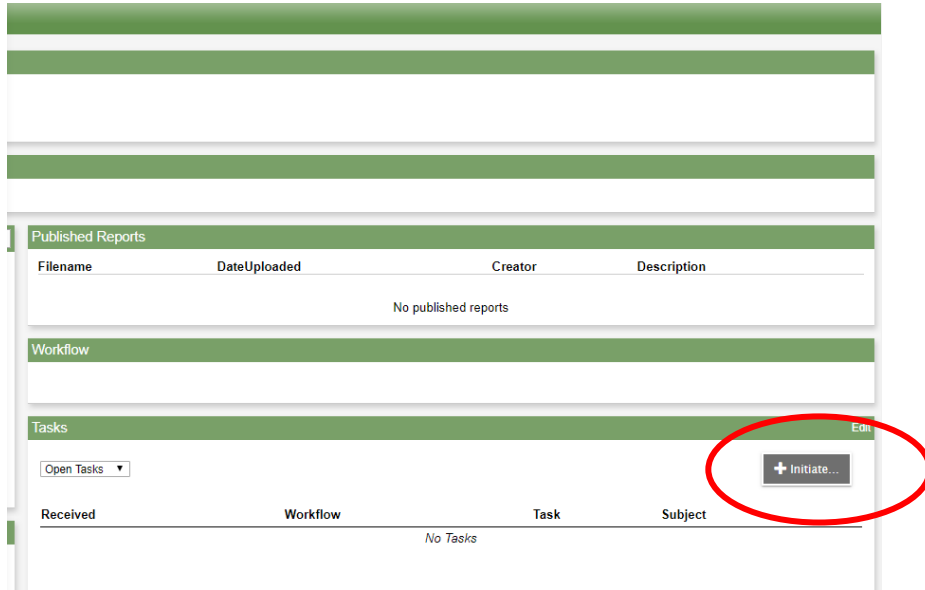
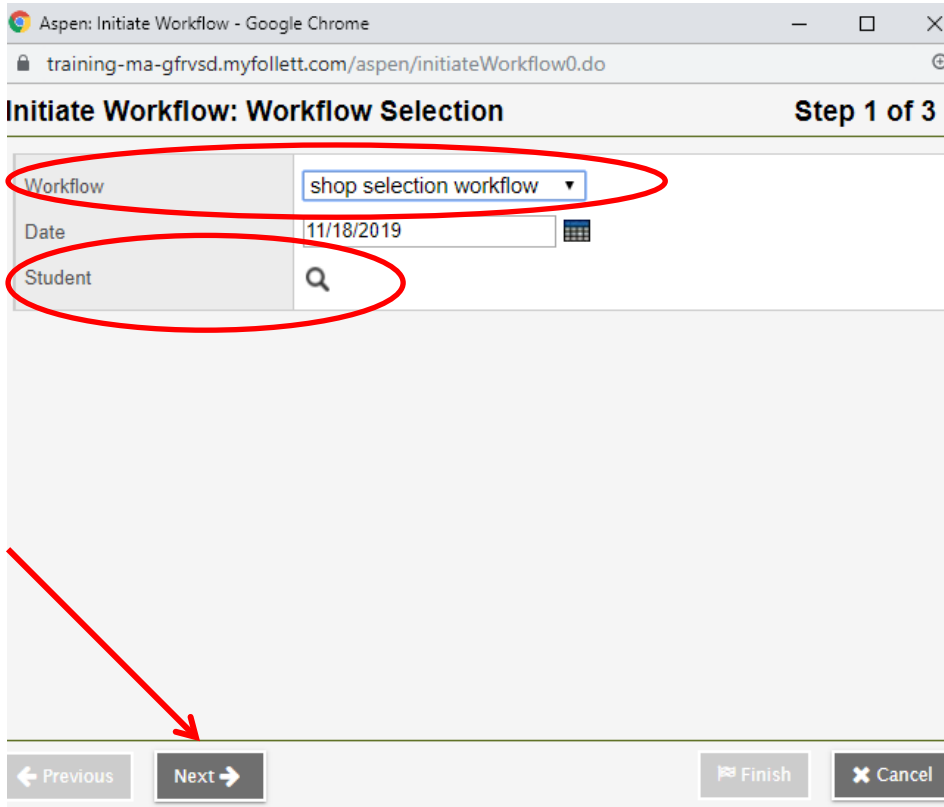


Online Final Shop Selection Instructions

1. Login to your Aspen Family (Parent) Account
2. Look under the Tasks area and click on the gray initiate button.






3. Select the shop selection workflow and click the magnifying glass to select your students name. Then click next.



- Use the drop down menu to select your student's top six final shop choices. You must complete all six choices and click on the calendar icon to select today's date in order to submit the form. Once the fields are complete, click next.

Final Shop Selection: Please select your top 6 final placement choices. Be sure to complete all six and fill out today's date to submit your information. If you have any questions, please contact the guidance office.

Final Shop Choice 1 *	Automotive Collision Repair & Refinishing ▼
Final Shop Choice 2 *	Building & Property Maintenance ▼
Final Shop Choice 3 *	Carpentry - Cabinetmaking ▼
Shop Selection Date *	11/14/2019 



← Previous Next →  Finish  Cancel


- Click Finish to submit your information.

Aspen: Initiate Workflow - Google Chrome
training-ma-gfrvsd.myfollett.com/aspden/initiateWorkflow2.do?validWizard=true

Initiate Workflow: Confirmation **Step 3 of 3**

Workflow	shop selection workflow
Student	██████████
Date	11/18/2019

← Previous Next →  Finish  Cancel



6. To check to see that your form was submitted. Click on the Family Top Tab, Documents Side Tab and the Forms Sub Side Tab. Click on the date when you completed the form and you can view what you submitted.

Pages **Family** Academics Groups Calendar

Students :: [redacted] [notification icons]

Details Options Reports Help

Contacts

Daily Attendance

Health

Conduct

Transcript

Assessments

Schedule

Membership

Transactions

Documents

Forms

Forms Manager

Form Name	Form Title	Submission Dates
PERMISSION-INFO	Parent Permission Collector	
Shop Selection	Student Shop Selection	
SHOP-SELECTION	FINAL SHOP SELECTION	11/12/2019 10:55 / 11/12/2019 11:01 / 11/12/2019 11:12 /
SHOP-SELECTION2	Shop Placement Requests	11/14/2019 8:43 AI 11/14/2019 8:47 AI 11/14/2019 9:23 AI 11/14/2019 9:43 AI 11/18/2019

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