



Greater Lowell Technical High School

Parent Portal Accounts

Quick Start Sheet

Parent Portal Account Information

Greater Lowell Technical High School provides an on-line parent portal that can be found on our X2 Aspen system. The system allows parents to view student academics, conduct, attendance and much more.

X2 Aspen URL: <https://x2.gltech.org/>

Note: An email account is required to complete a parent portal application.

First Login

Upon first login, a message stating that "your password has expired, please create a new one" will appear. This message will walk through the process of changing the password.

Enter the password into the text box labeled "Current Password." Enter a new password that consists of at least 6 characters containing upper and lower case letters and at least one number in the "New Password" text box. Enter the same password in the "Confirm New Password" text box. Then click "OK".

If the system does not require a reset of the password upon first log in, please click on "set preferences" located in the top right hand side of the page, click on the security tab, and click on the word "change" next to password.

After resetting the password, please setup the Self Serve Password Recovery feature. This feature will allow parents to receive a temporary password in the event a password is forgotten. The password will automatically be sent to the email address in the primary email text box. To setup the recovery feature enter an email address, select a security question, and complete the answer and the confirmation box. Click "OK" when finished. Please note that the email address and security answer are both case sensitive when using them for password recovery. Also note that the email address entered may also be used by teachers to communicate with parents.

Instructions

Navigate the portal by clicking on the large tabs across the top of the page. The **Family top tab** allows viewing of information on attendance and conduct. If there are any questions on attendance or discipline please contact the child's dean directly by phone or email (Jamie Costa - (978) 441-4416 - jcosta@gltech.org, Ronald Vercellone - (978) 441-4414 - rvercellone@gltech.org, or Nicholas Beauchamp - (978) 441-4412 - nbeauchamp@gltech.org).

The **Academics top tab** will display information about classes, including the teacher name and email address. Select a class by clicking on the blue highlighted numbers in the course column. View individual assignments for the class by using the assignment side tab.

It is important to keep email addresses (Primary and Alternate) updated with current email addresses that are in current use. We are unable to provide information about the login or password if communicating from an address that is not associated with the student or account. Once logged in, it is possible to change the email address(es) using; Set Preferences > Security Tab > Primary Email, Alternate Email.

The Parent Portal is also named the Family View. Some may wish to view and discuss information with their student while logged into the system. This may be a great way to open the lines of communication and gain a better understanding of the student's school day.

Mission Statement

Greater Lowell Technical High School commits to ensure students' readiness for career, college, and citizenship in the 21st century. We challenge and support students as they realize their individual potential for personal and professional success.



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Important Tabs & Sections

Family:

The Family tab shows parents information about each of their children in the district, such as contact, health, conduct, and schedule information:

The screenshot shows the 'Family' tab selected in the navigation menu. The page title is 'Follett Public Schools' and the user is 'Adams, David'. The 'Students' section is active, displaying a table of students with columns for Name, DOB, Grade Level, and School Name. Two students are listed: Morgan Adams (DOB 10/26/2008, Grade KP, North Elementary) and Virginia Adams (DOB 2/2/2001, Grade 08, Bay Middle School). A sidebar on the left contains links for Details, Contacts, Daily Attendance, Health, Conduct, and Transcript.

Name	DOB	Grade Level	School > Name
Adams, Morgan	10/26/2008	KP	North Elementary
Adams, Virginia	2/2/2001	08	Bay Middle School

Academics:

Parents can see academic information for each class section for the current or previous year, by term or for all terms. This includes the classroom number, teacher name, and performance and attendance information:

The screenshot shows the 'Academics' tab selected in the navigation menu. The page title is 'Follett Public Schools' and the user is 'Aborn, Thomas'. The 'Classes' section is active, displaying a table of class sections with columns for Description, Course, Description, Term, Teacher, Classrm, Term Performance, Abs, Tdy, and Dsm. Eight class sections are listed, including Writing Seminar, Biology C & Lab, Band, Honors Geometry, Elements of Wellness, Literary Types & Themes C, Wood Tech 1, and Activity.

Description	Course	Description	Term	Teacher	Classrm	Term Performance	Abs	Tdy	Dsm
Writing Seminar	OA093-06	Writing Seminar	FY	Kang, Bianca	221	100.0 A+	0	0	0
Biology C & Lab	OA301-01	Biology C & Lab	FY	Benson, Alex	312	70.2 C-	10	0	0
Band	OA852-01	Band	FY	Dairymple, Dallas	C127	100.0 A+	1	0	0
Honors Geometry	OA210-03	Honors Geometry	FY	Marinaro, William	306	70.2 C-	0	0	0
Elements of Wellness	OA921-04	Elements of Wellness	FY	Teixeira, William	GYM-1	71.4 C-	9	0	0
Literary Types & Themes C	OA021-04	Literary Types & Themes C	FY	Anderson, Caroline	216	70.2 C-	8	0	0
Wood Tech 1	OA601-02	Wood Tech 1	FY	Macinnis, Aaron	131	81.67 B-	11	0	0
Activity	Activity-001	Activity	FY				0	0	0