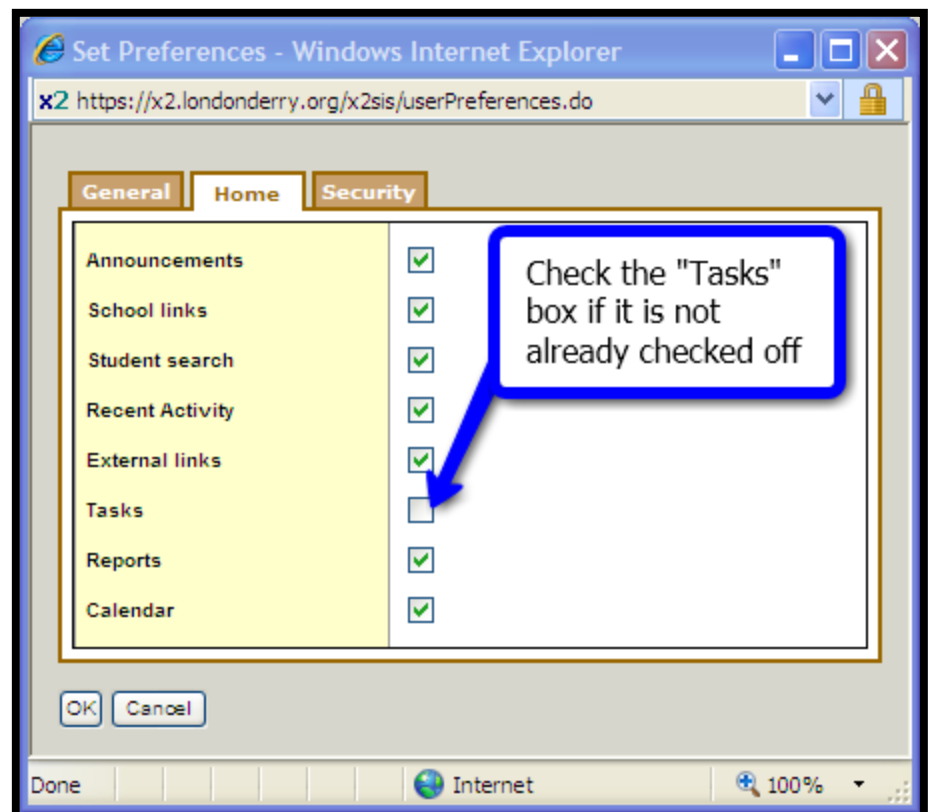
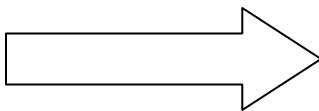
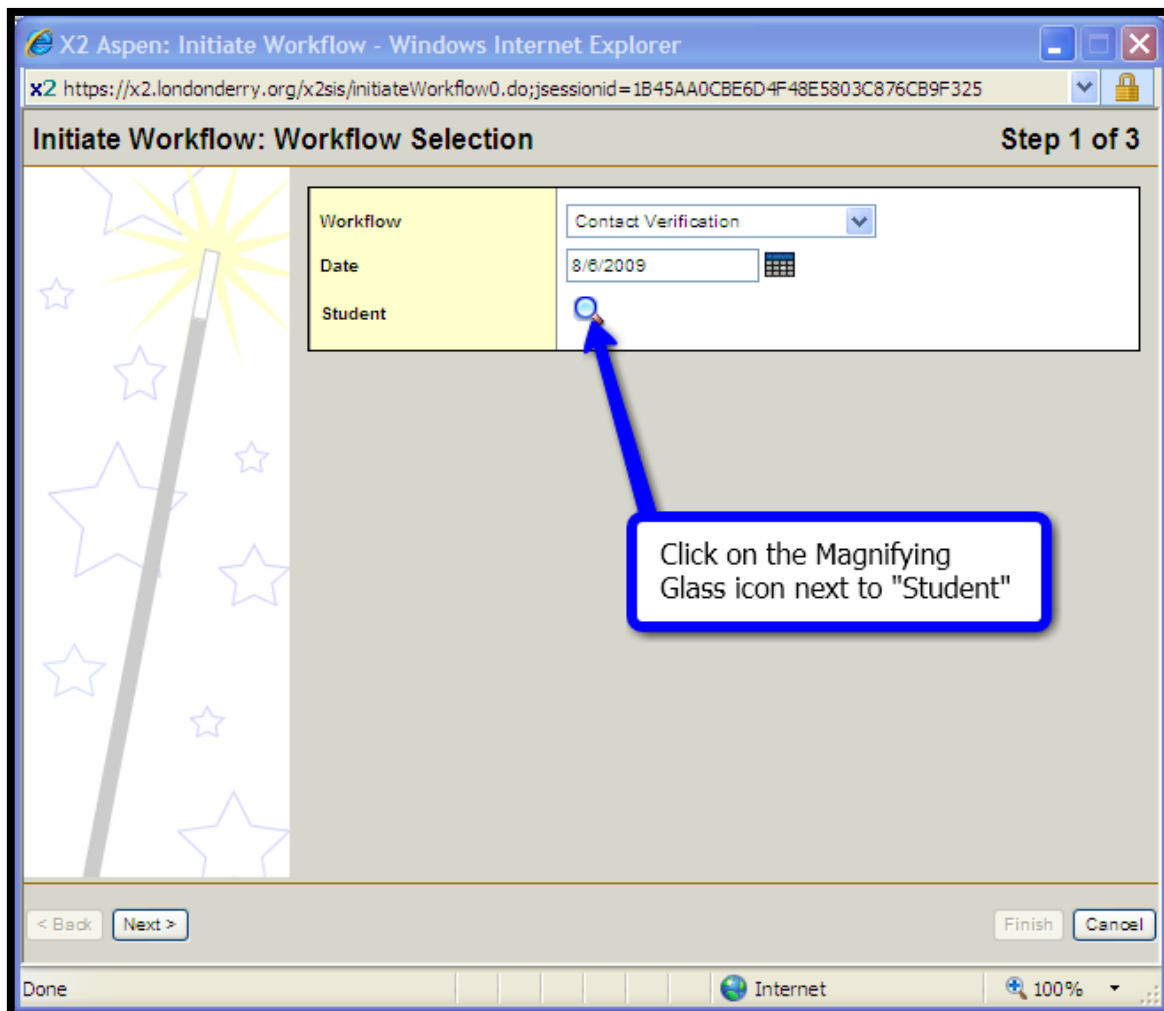
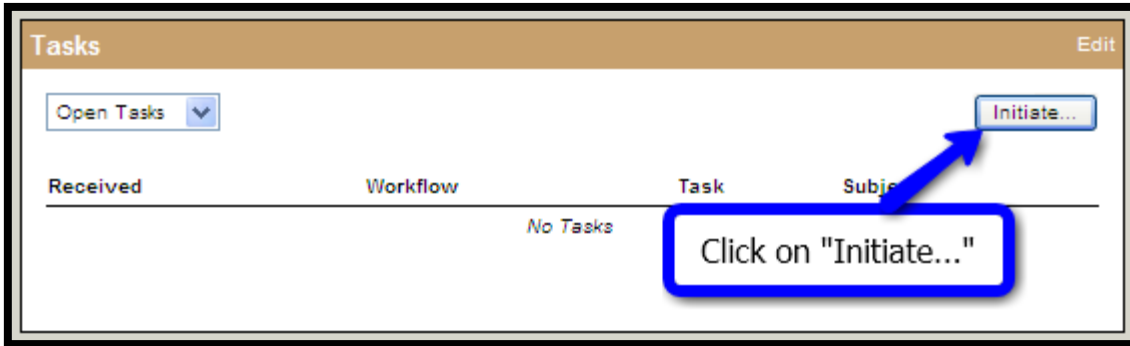


You will only need to complete these steps one time




Return to the “Home” screen – a “Tasks” window will now appear on the right side. This window will permanently become part of your “Home” screen. Click the “Initiate” button in the “Tasks” window



Student Pick List - Windows Internet Explorer

https://x2.londonderry.org/x2sis/pickList.do;jsessionid=1B45AA0CE

3 records 

| | Name | YOG | Homeroom |
|----------------------------------|------------------|------|----------|
| <input checked="" type="radio"/> | Testing, Brother | 2018 | |
| <input type="radio"/> | Testing, Sibling | 2015 | |
| <input type="radio"/> | Testing, Sister | 2012 | |

Press "OK"

Select the student you want to edit

Internet 100%

X2 Aspen: Initiate Workflow - Windows Internet Explorer

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow: Contact Verification

Date: 8/8/2009

Student: Testing, Brother

Click "Next"

< Back Next > Finish Cancel

Done Internet 100%

X2 Aspen: Initiate Workflow - Windows Internet Explorer
https://x2.londonderry.org/x2sis/initiateWorkflow1.do?validWizard=true

Initiate Workflow: Details Step 2 of 3

Contact Verification Details for Testing, Brother

Student Demographics **Contacts**

Click the "Contacts" tab

| | |
|-------------------------|-----------------------|
| First Name | Brother |
| Last Name | Testing |
| Phone(s) | 9898989898 |
| | 9876543210 |
| | 1112223333 |
| Street | 112 Ocean Avenue |
| Apt | |
| City, State Zip | Londonderry, NH 03053 |
| Mailing Street | |
| Mailing Apt | |
| Mailing City, State Zip | |

< Back Next > Finish Cancel

Internet 100%

X2 Aspen: Initiate Workflow - Windows Internet Explorer
https://x2.londonderry.org/x2sis/initiateWorkflow1.do

Initiate Workflow: Details Step 2 of 3

Contact Verification Details for Testing, Brother

Student Demographics **Contacts**

Contacts

Click on the name(s) below to update the contact information

| | First name | Last name |
|--------------------------|------------|-----------|
| <input type="checkbox"/> | Mother | Testing |
| <input type="checkbox"/> | Father | testing |

Make sure the names of the contacts are correct. If not, you can click on the names to edit them.

< Back Next > Finish Cancel

Internet 100%

Generic Form Child Data - Windows Internet Explorer

https://x2.londonderry.org/x2sis/workflowChildDetail.do;jsessionid=1B...

| | |
|-----------------|----------------|
| First name | Mother |
| Last name | Testing |
| Phone01 | 8034328920 |
| Address | 4 Privet Drive |
| Apt | |
| City, State Zip | |

OK Cancel

Done

If the information is incorrect, you can change it in this window, which appears when you click on the name of the incorrect contact in the previous window. Press "OK" when done.

Click NEXT and FINISH when complete

The changes will be sent to the schools for review and acceptance. They are not real-time. You will not see your changes reflected in parent portal until they have been accepted by the school. Depending on the timing of your changes, that process may take several days.

You are not able to add a contact, delete a contact or change the priority. If you need to make any of these changes, please contact the appropriate school or use the emergency card process.