## **Notice- Registration NOW OPEN for Current Students**

Re enrollment for next school year 2024-25 is now open for all CURRENT students. This must be completed for all students attending Esperanza Elementary. This process needs to be done on a computer, not your cell phone. See instructions below.

If your student is **NOT** returning for the next school year, please email us at info@esperanzaelementary.org

Go to the link https://esperanza.usoe-dcs.org/Login.aspx or you could access it by going to our website esperanzaelementary.org, click on "Parents" and click on "Aspire Log-In" once you're there it should look like this:

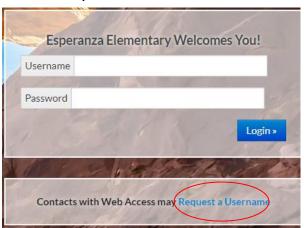
# NOTE: IF YOU HAVE FORGOTTEN YOUR USERNAME AND/OR PASSWORD SCROLL DIRECTLY TO STEP 2.



#### STEP 1.

Log in if you have previously made an Aspire account and continue to Step 3.

If you have not, click on "Request a Username":

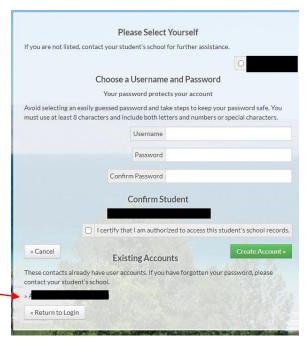


Once you click on it, it will take you to this next part-

	Select \	Your S	Stuc	lent		
St	udent ID					
« C <mark>ancel</mark>	Birth Date	mm	1	dd	1	уууу
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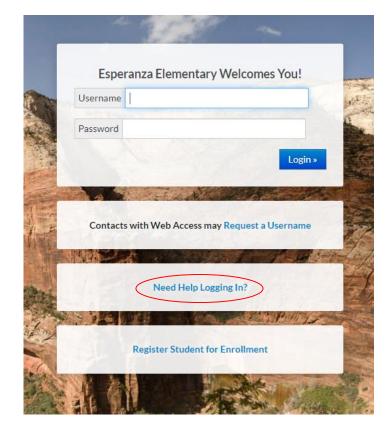
Enter your student's ID number. This number is the same as their 4 digit Esperanza lunch number and their birthdate. If you or your student don't know it, please contact the school at 801-305-1450 and we can provide it for you. Once you enter the ID number and your student's date of birth, it will take you to the following page. Select yourself and create a username and password.

IF you already have an existing account the username will show here



## STEP 2. IF YOU HAVE FORGOTTEN YOUR USERNAME AND/OR PASSWORD, SEE THE FOLLOWING STEPS:

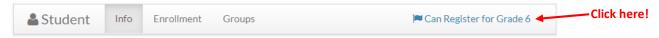
1. Click on "Need Help Logging In?":



Once you click on it, it will take you to this next part: Password Assistance 2. If you forgot your password, enter your username and email address. You will receive Please provide your username and email address. We will an email with a link and a temporary send a link that will allow you to reset your password. password. Once you enter the temporary password provided, you will be able to create Username a new password. **Email Address** « Cancel Submit » Forgot Your Username 3. If you forgot your username, click on "Forgot Your Username" and enter your email Username Assistance address. You will receive an email with your existing username. Please provide your email address. We will send a link that will allow you to recover your username. Email Address « Cancel Submit »

### STEP 3.

Once you have successfully logged in, it will show you your student's account. Click on your student and you will see the following:



Follow the instructions to register your student and click save. Once your student has been successfully enrolled, you will receive an automatic email. \*You will need to complete this process for each one of your students\*. If you have any technical issues and need additional assistance, please contact the front office.

If you need help with passwords or logging in, please call 801-305-1450 ext. 308 or 303