

ACCESSING ACCRUALS VIA ASPEN

Middleborough Public Schools

Login ID

Password

[Trouble logging in?](#) [I forgot my password](#)

Log On

This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of your personal information is a priority.

1. Log into Aspen using your credentials

Staff view Log Off

PD Tools

Edit Page

Edit

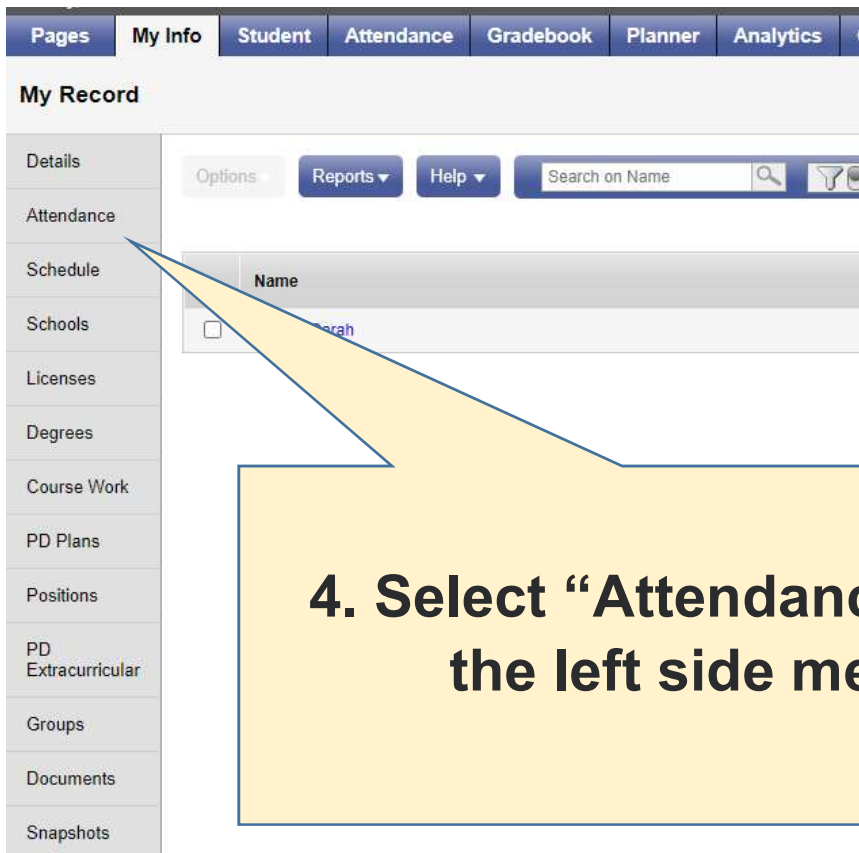
Edit

Edit

ne to Middleborough Publ
<http://www.middleboro.k12.ma.us>
[s://www.middleboro.k12.ma.us/POS20](https://www.middleboro.k12.ma.us/POS20) for the Program
assistance with Aspen, please contact Katie Goodine, Student In
at 508-946-9559 x4397 or by email: kgoodine@middleboro.k12

Creator Description

2. Be sure your view says "Staff View"

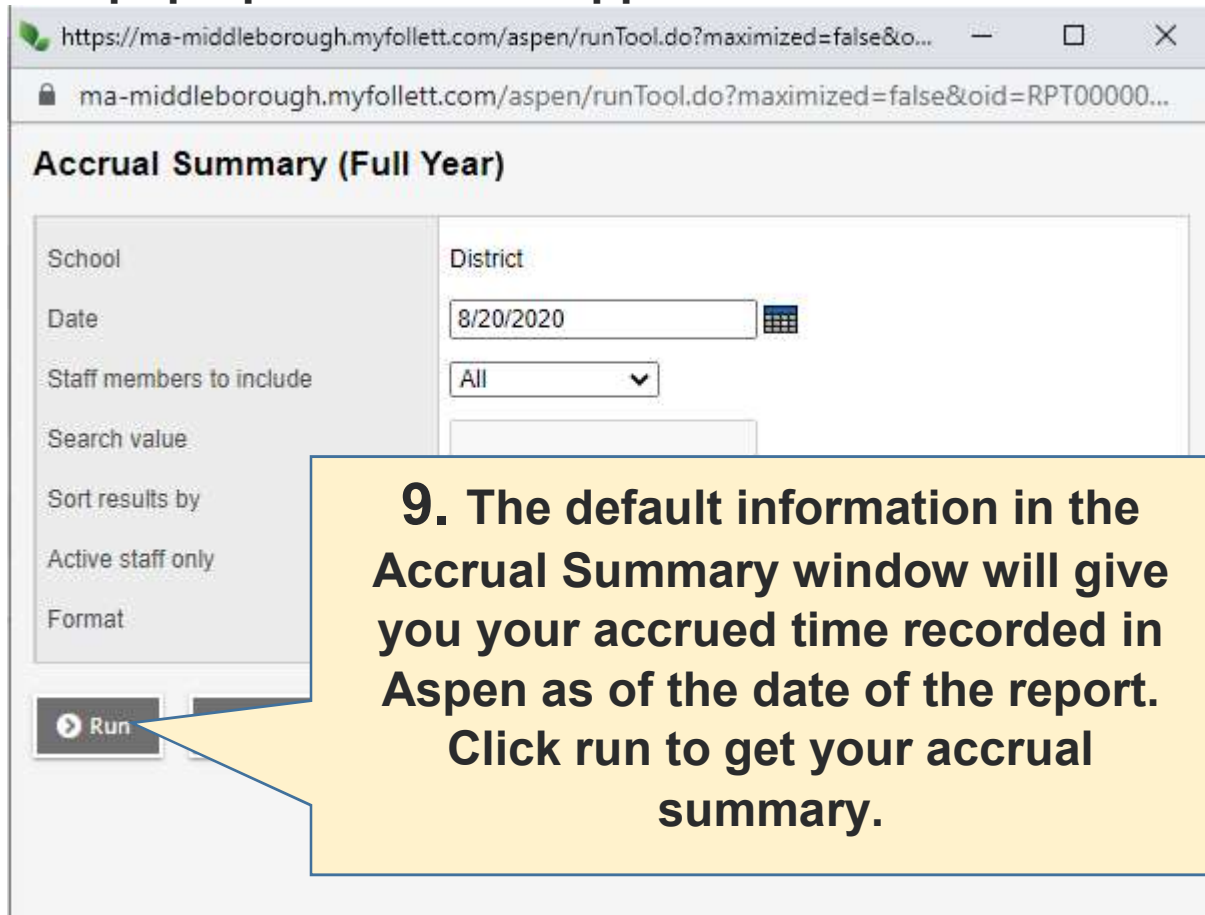


The screenshot shows the 'Attendance' menu on the left side of the interface. The 'Accruals' option is highlighted with a blue selection bar. A yellow callout box with a blue border points to this option. The callout box contains the text: **5. Select "Accruals" from the Attendance Menu**. The background shows the 'Attendance' section of the software with a table header containing 'Date', 'Code', 'Time', and 'Reason'. The top navigation bar includes 'Options', 'Reports', and 'Help' tabs, along with a search field labeled 'Search on Date' and various utility icons.

The screenshot shows the top navigation bar of the software. The 'Reports' tab is highlighted with a blue selection bar. A yellow callout box with a blue border points to this tab. The callout box contains the text: **6. Select the Reports Tab.** The background shows the 'Attendance' section of the software with a table header containing 'Date', 'Code', 'Time', and 'Reason'. The top navigation bar includes 'Options', 'Reports', and 'Help' tabs, along with a search field labeled 'Search on Date' and various utility icons.

The screenshot shows the 'Reports' dropdown menu open. The 'Accrual Summary (Full Year)' option is highlighted with a blue selection bar. A yellow callout box with a blue border points to this option. The callout box contains the text: **7. Select the appropriate Accrual Summary report.** The background shows the 'Attendance' section of the software with a table header containing 'Date' and 'Type'. The top navigation bar includes 'Options', 'Reports', and 'Help' tabs, along with a search field labeled 'Search on Type' and various utility icons.

8. A pop-up window will appear



9. The default information in the Accrual Summary window will give you your accrued time recorded in Aspen as of the date of the report. Click run to get your accrual summary.

10. Your accrual summary will open as a pdf file in that same window. You may save or print this file.