



MORRIS HILLS REGIONAL DISTRICT

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December 2022

Dear Parent/Guardian,

Welcome to Morris Hills Regional District's online registration portal designed to pre-register your student(s) in school. This letter is intended to introduce you to the process and platform. **The registration portal will open December 15, 2022, and the registration process should be completed no later than February 1, 2023.** Delays in registration may impact the availability of elective courses, the scheduling of transportation, and athletic participation for your student.

Students who live in Denville, Rockaway Borough, Rockaway Township, or Wharton must register with Morris Hills Regional using our online platform if they plan on attending Morris Hills, Morris Knolls, Morris County Vocational School District (for tuition and transportation), or a private/parochial school (for transportation or aid in lieu of transportation).

Important Reminders:

- Only a parent, court-appointed guardian, or legal-aged student may complete the online enrollment process.
- You are legally obligated to provide accurate information during the registration process.
- You are responsible for maintaining your online portal password. If your password is ever compromised, you must change it immediately.
- Prior to enrolling, all new students will have their addresses verified with the street address map and/or tax records.

Getting Started (See Flyer on Reverse Side/Next Page):

- If you are new to the district, please go to <https://www.mhrd.org/Page/1575>. If you already have an MHRD student or have ever had an Aspen login to register a student in the past, use your [Aspen login](#) and go to "Start a New Online Registration" in the middle of the page.
- If you have forgotten your Aspen password, please select "forgot password" to reset it. If Aspen tells you that your email address is already in the system, that means you have an account; **do not create a new one**. Use the "forgot password" option to reset your account. If you're still having difficulty, please contact chromesupport@mhrd.org.
- This process can be done on any computer or device with Internet access. If you are using a phone, be sure to click on "request desktop access" when viewing the Aspen website on a mobile device.
- You can save your work and return at a later time to complete the process.
- You will also be asked to submit a copy of the student's birth certificate and documents to prove residency in the district. If you are unable to provide the necessary documents online you can schedule a required meeting with the registrar. A list of acceptable documents can be found here: <https://tinyurl.com/mhrdresidency>

If at any point in the process you require assistance, or if you do not have internet access at home, please don't hesitate contacting Susan Andersen at 973-664-2295 or via e-mail at registrar@mhrd.org.



ONLINE REGISTRATION

2023-2024 SCHOOL YEAR

GETTING STARTED

If you're new to the district, please go to <https://www.mhrd.org/Page/1575> to get started. Parents who already have students in our District can go directly to the [Aspen website*](#), log in using their current ID and password, then go to "Start a New Online Registration" in the middle of the page.

**Be sure to "Request Desktop Site" when viewing the Aspen website on a mobile device.*



Scan the QR code above using your smart phone or tablet to view all of the online registration information and instructions.

Online registration begins
DECEMBER 15TH
2022

Online registration ends
FEBRUARY 1ST
2023

WHO NEEDS TO REGISTER?

Any 8th grader who lives in Denville, Rockaway Borough, Rockaway Township, or Wharton **AND**

- plans on attending Morris Hills or Morris Knolls **OR**
- plans on attending Morris County Vocational School District** **OR**
- plans on attending a private or parochial school**

*** for transportation purposes*

BEGIN YOUR REGISTRATION HERE: [HTTPS://WWW.MHRD.ORG/PAGE/1575](https://www.mhrd.org/page/1575)

If you require assistance at any point in the process or if you do not have internet access at home, please don't hesitate to contact Susan Andersen at 973-664-2295 or via e-mail at registrar@mhrd.org.