



## HOW TO VIEW YOUR TIMETABLE (Secondary)

### Step #1:

**Accessing the Aspen Student Portal**

- ▶ **Launch the Aspen Student Portal from your school's website**  
or Open <https://hpedsb.myontarioedu.ca/>  
in an up-to-date web browser.
- ▶ Click the **Log in using AASP**  
(not the login ID and Password fields)

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.

### Step #2:

#### **Sign In with your student username and password**

▶ This is the same username with **@hpedsb.on.ca** and password used to login to the school WIFI network or when using a school computer / laptop.

**For example:**

**USERNAME:**

AA###BB@hpedsb.on.ca

**PASSWORD:**

YYYYMMDD (Birthdate)

Sign in

username@hpedsb.on.ca

Can't access your account?

Next

Sign in with username@hpedsb.on.ca. Need Help?  
Please contact the Hastings and Prince Edward  
District School Board ITS Helpdesk at 613-966-1170  
x62424.

Enter password

forgot my password

Sign in

Sign in with username@hpedsb.on.ca. Need Help?  
Please contact the Hastings and Prince Edward  
District School Board ITS Helpdesk at 613-966-1170  
x62424.

If you have issues with your Username / Password please contact [Helpdesk@hpedsb.on.ca](mailto:Helpdesk@hpedsb.on.ca) and they can easily Reset the password for you.



### Step #3:

Click on "My Info"

Hastings and Prince Edward District School Board 2021-2022

Pages **My Info** Academics

Home Page Directory

Banner

**HPE**  
HASTINGS AND PRINCE EDWARD  
DISTRICT SCHOOL BOARD

Welcome to the HPEDSB  
Aspen Student Information System

### Step #4:

Click on "Current Schedule"

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Pages **My Info** Academics

Current schedule

My Details Options Reports Help

Transcript << List view

**Current Schedule Details** Time Today