

Editing Personal Information in ASPeN

You can edit various information related to your individual account in ASPeN from the page discussed here. If you are trying to make any changes to your account, check this page first.

Edit Contact Information

1. Make sure you are logged in. Go to <http://aspen.mt.gov>.
2. Click on "ASPeN Admin," which appears on the right-hand side of the screen.
3. In the gray box near the top of the page, click "Edit Person/Image" underneath your photo (or lack, thereof.)
4. Your contact information is listed on this page. Click the box next to your desired field.
5. Type in the updated contact information.
6. Click "Save" in the blue box halfway down the page.

Upload a Picture of Myself

1. Make sure you are logged in. Go to <http://aspen.mt.gov>.
2. Click on "ASPeN Admin," which appears on the right-hand side of the screen.
3. In the gray box near the top of the page, click "Edit Person/Image" underneath your photo (or lack, thereof.)
4. This page displays the information associated with your "Persons" account. Scroll down until you reach "Related Items." The first category is "Person Image."
5. Select an image.
 - i. Click "Choose File" in the gray box.
 - ii. Find the appropriate location on your network or hard drive.
 - iii. Click on the document.
 - iv. Click "open" at the bottom of the window.
6. Click "Upload/Replace Image" in the blue box. Note: you can only upload one image on your "persons" record.
7. Your image has been updated. You do not need to click "Save" anywhere.

Add my Membership to Professional Organizations to My Personal Information

1. Make sure you are logged in. Go to <http://aspen.mt.gov>.
2. Click on "ASPeN Admin," which appears on the right-hand side of the screen.
3. In the gray box near the top of the page, click "Edit Person/Image" underneath your photo (or lack, thereof.)
4. This page displays the information associated with your "Persons" account. Scroll down until you reach "Professional Organizations."
5. Click the drop-down box under "Professional Organizations." Select the organization that you wish to add to your user account.

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6. If you do not see your organization, please send a request to add it to the State Library by emailing aspen@mt.gov.
7. Click “Add Professional Organization” in the blue box to the right.
8. The organization has been added. You do not need to click “Save” anywhere.