

Signing up for ASPeN

Non-state employees

Create an account:

1. Please type this URL into your address box: <http://aspen.mt.gov>
2. Click "Login" in the right-hand margin. Be careful not to click "Login" at the top of the page.
3. A pop-up window for Montana State Library ePass login will appear. Click "Login."
4. You will see two boxes on this next page. The box to the left reads, "Login with ePass Montana" and the box to the right reads, "Login with State Employee Account." Only pay attention to the "Login with ePass Montana" box on the **LEFT**. Click "Login."
5. You will see two boxes on this next page. The box to the left reads, "Existing User" and the box to the right reads, "New User."
 - a. If this is your first time using ASPeN, click "Create an Account" to the right under "New User."
 - b. If this is not your first time using ASPeN, enter your username and password in the box to the right. Click "Login."
6. If you clicked "Create an Account" under "New User," you will be redirected to the registration page. Please complete all the fields in boxes 1, 2, and 3.
7. When you have completed boxes 1-3, click "Save changes" at the bottom of the page.
8. You will be redirected to a page that asks you to verify your registration. Make sure the information looks correct.
9. **IMPORTANT: Check the box next to "Join ASPeN Community."**
10. Click "Register."

Link ASPeN to old MSL Directory (if applicable):

1. After clicking "Register," you will be redirected to another page. This page asks if you have an existing Montana State Library Development account.
2. Click "Yes," then click "Continue."
3. Enter your username and password for the Montana state library.
 - a. If you do not remember your password, complete the information for account recovery. Go to the email provided and follow the instructions.
 - b. If you do remember your username and password for the MSL directory, you can ignore the account recovery questions.
4. Click "Associate..."

If you do not have a MSL directory account, please contact us at aspen@mt.gov for assistance.

Signing up for ASPeN

State employees

Create an account:

1. Please type this URL into your address box: <http://aspen.mt.gov>
2. Click "Login" in the right-hand margin.
3. A pop-up window for Montana State Library ePass login will appear. Click "Login."
4. You will see two boxes on this next page. The box to the left reads, "Login with ePass Montana" and the box to the right reads, "Login with State Employee Account." Only pay attention to the "Login with State Employee Account" box on the **RIGHT**. Click "Login."
5. Enter your CW logon number and your password. Click "Login."

Link ASPeN to old MSL Directory:

1. When accessing ASPeN for the first time, you will be redirected to another page that asks if you have an existing Montana Library Directory account.
2. Click "Yes," then click "Continue."
3. Enter your username and password for the Montana state library.
 - a. If you do not remember your password, complete the information for account recovery. Go to the email you provided and follow the instructions.
 - b. If you do remember your username and password for the MSL directory, you can ignore the account recovery questions.
4. Click "Associate..."

If you do not have a MSL directory account, please contact us at aspen@mt.gov for assistance.