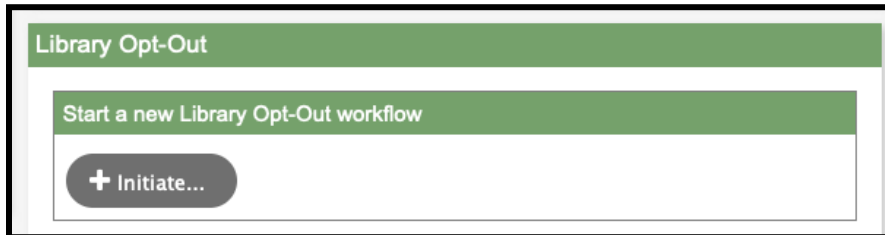


Hanover Public Schools Library Materials Opt-Out

Instructions for Individual Students

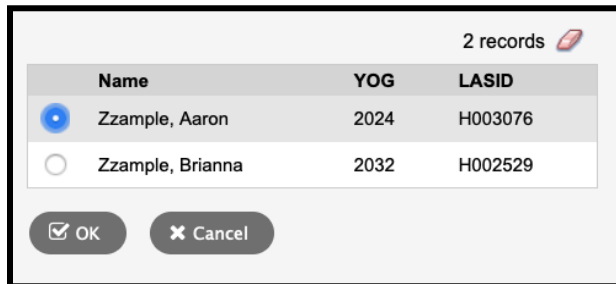
[Log into Aspen](#), and on the homepage, locate the *Library Opt-Out* widget.

Click *Initiate*.



The screenshot shows a 'Library Opt-Out' widget. It has a green header bar with the text 'Library Opt-Out'. Below the header is a green button with the text 'Start a new Library Opt-Out workflow'. At the bottom of the widget is a grey button with a plus icon and the text '+ Initiate...'.

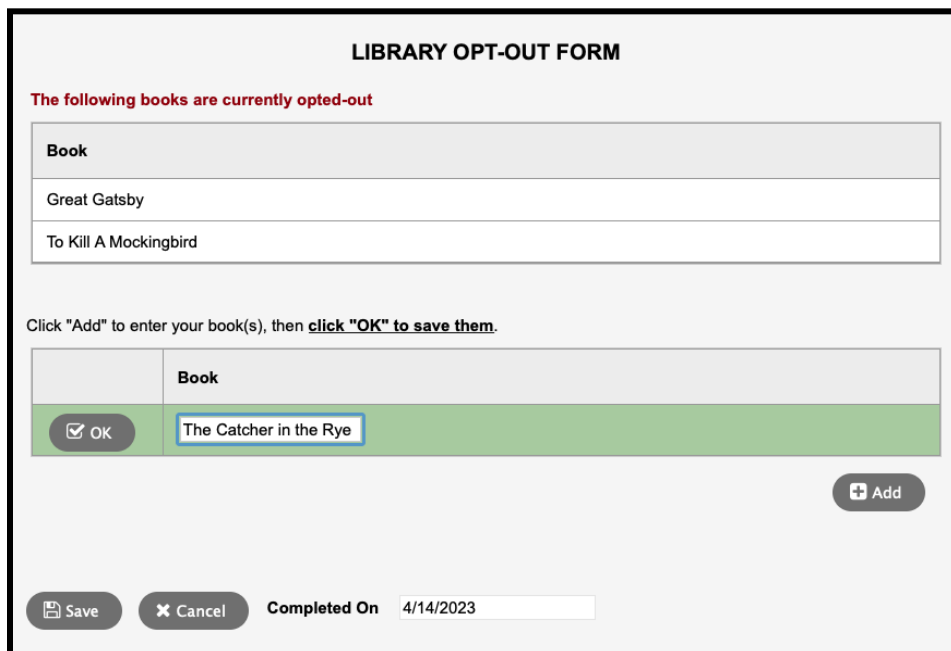
Select your student from the pop-up menu and click OK.



The screenshot shows a student selection pop-up menu. It has a header bar with the text '2 records' and a red icon. Below the header is a table with three columns: 'Name', 'YOG', and 'LASID'. The table has two rows: 'Zzample, Aaron' with YOG '2024' and LASID 'H003076', and 'Zzample, Brianna' with YOG '2032' and LASID 'H002529'. Below the table are two buttons: 'OK' with a checkmark icon and 'Cancel' with an 'X' icon.

Name	YOG	LASID
<input checked="" type="radio"/> Zzample, Aaron	2024	H003076
<input type="radio"/> Zzample, Brianna	2032	H002529

Click *Add* to enter a new book and then enter the book title.



The screenshot shows the 'LIBRARY OPT-OUT FORM'. It has a header bar with the text 'LIBRARY OPT-OUT FORM'. Below the header is a red text label: 'The following books are currently opted-out'. Below the label is a table with one column: 'Book'. The table has two rows: 'Great Gatsby' and 'To Kill A Mockingbird'. Below the table is a text label: 'Click "Add" to enter your book(s), then click "OK" to save them.'. Below the label is a table with two columns: 'Book' and 'OK'. The 'Book' column has one row: 'The Catcher in the Rye'. The 'OK' column has one row: a green button with a checkmark icon. Below the table is a grey button with a plus icon and the text '+ Add'. At the bottom of the form are three buttons: 'Save' with a floppy disk icon, 'Cancel' with an 'X' icon, and 'Completed On' with a text field containing '4/14/2023'.

Book
Great Gatsby
To Kill A Mockingbird

Book	OK
The Catcher in the Rye	<input checked="" type="checkbox"/>

Click the *OK* button and then click *Save* to submit your opt-out(s).

Review your request.

LIBRARY OPT-OUT FORM

The following books are currently opted-out

Book
Great Gatsby
To Kill A Mockingbird

Click "Add" to enter your book(s), then **click "OK" to save them.**

Book
The Catcher in the Rye

Add

Save

Cancel

Completed On4/14/2023

Additional Information

You may view your opted-out books in Aspen by clicking on the *Library* tab on your student profile page.

PagesSchoolStudentStaffAttendanceConductGradesAssessmentScheduleExtracurricularsGlobalToolsAdmin

Student List :: 11 - Zzample, AaronED EPP

DetailsOptions▼Reports▼Help▼

SaveCancel

Hanover Details▼

DemographicsActivitiesAlertsPhotoAthleticsBussingSaved GPA-RankAwardMcKinney - VentoLibrary

Opt-out Books

Date	Book
04/14/2023	To Kill A Mockingbird
04/14/2023	Great Gatsby
04/14/2023	The Catcher in the Rye

SaveCancel