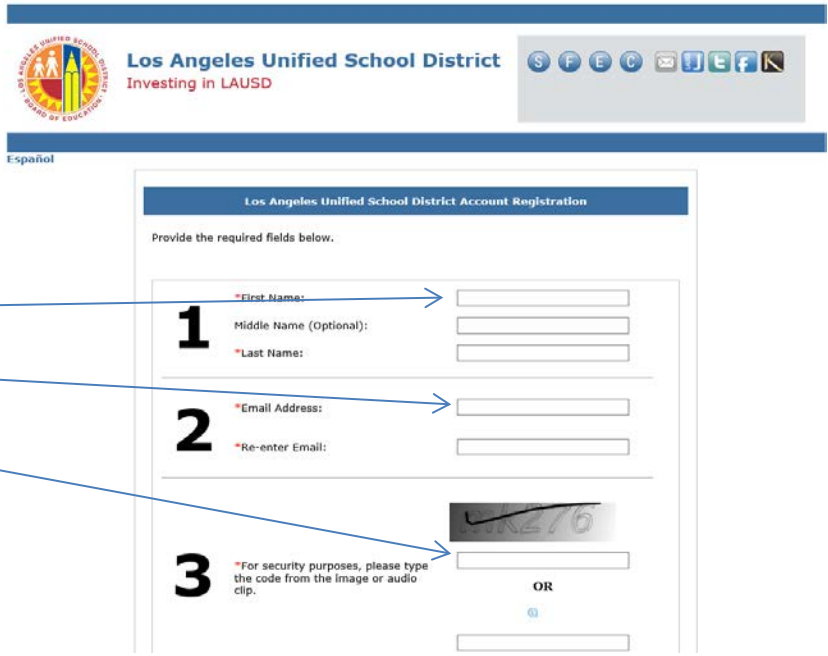
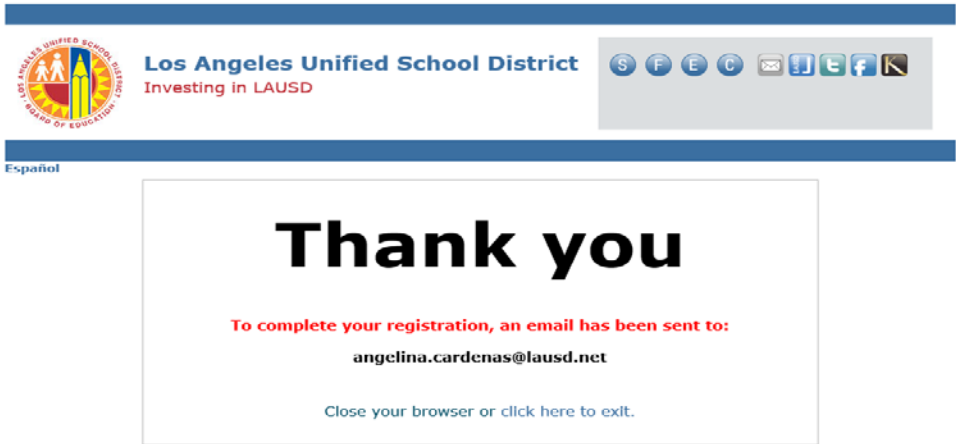



## LAUSD PASSport Quick Guide – **Registration for Parents/Guardians**











This Quick Guide provides a step-by-step review of the registration process. Also included is a ***Troubleshooting page*** for use when assisting parents with the registration process.

Step #	Step	Screen shot	Comments
1	<p>Register for an LAUSD Account.</p> <p>Provide all of the required information:</p> <ul style="list-style-type: none"> <li>First and Last name.</li> <li>Email address</li> <li>Security image/audio</li> </ul>		<p><a href="http://passportapp.lausd.net/parentaccess/">http://passportapp.lausd.net/parentaccess/</a></p> <p>Link to Log in/Registration will also be on LAUSD Families website.</p> <p>LAUSD does not provide parents with email accounts.</p>
2	Next: Check email for notification sent to complete account registration process.		

## LAUSD PASSport Quick Guide – Registration for Parents/Guardians

3	<p>Check your email and activate your account by clicking on “Activate my LAUSD account.”</p>	<div><p>ParentPortal@lausd.net 4/28/2016 4:11 PM</p><p>Account Created Successfully – Do not reply to this message, it will not be delivered To: alvaro.alvarenga@sbcglobal.net</p><p>Dear Alvaro,</p><p>Thank you for registering to set-up your LAUSD Account. Please click on the link below to complete your account activation.</p><p><a href="#">Activate my LAUSD account.</a></p><p>Thank you, Los Angeles Unified School District</p><hr/><p>Estimado Alvaro,</p><p>Gracias por registrarse para configurar su cuenta LAUSD usted. Por favor, haga clic en el enlace de abajo para completar su activación de la cuenta.</p><p><a href="#">Activar mi cuenta LAUSD.</a></p><p>Gracias, Distrito Escolar Unificado De Los Ángeles</p></div>
4	<p>Click on “Create password or Reset my password.”</p>	<div><p>Skip navigation</p><div><p><b>Los Angeles Unified School District</b> All Youth Achieving</p></div><div>can't find something? <input type="text"/> <a href="#">S</a> <a href="#">F</a> <a href="#">E</a> <a href="#">C</a>    </div><p><a href="#">Español</a> <a href="#">Home</a></p><p><b>LAUSD Account Activation and Password Reset</b> Click on the link below to activate your account or reset your password</p><ul style="list-style-type: none"><li><a href="#">Create password or Reset my password</a></li></ul><div><p>© Los Angeles Unified School District 333 South Beaudry Ave., Los Angeles, California 90017 Phone: (213) 241-1000</p><p><a href="#">Terms of Use</a>   <a href="#">Privacy Policy</a></p></div></div>

## LAUSD PASSport Quick Guide – Registration for Parents/Guardians

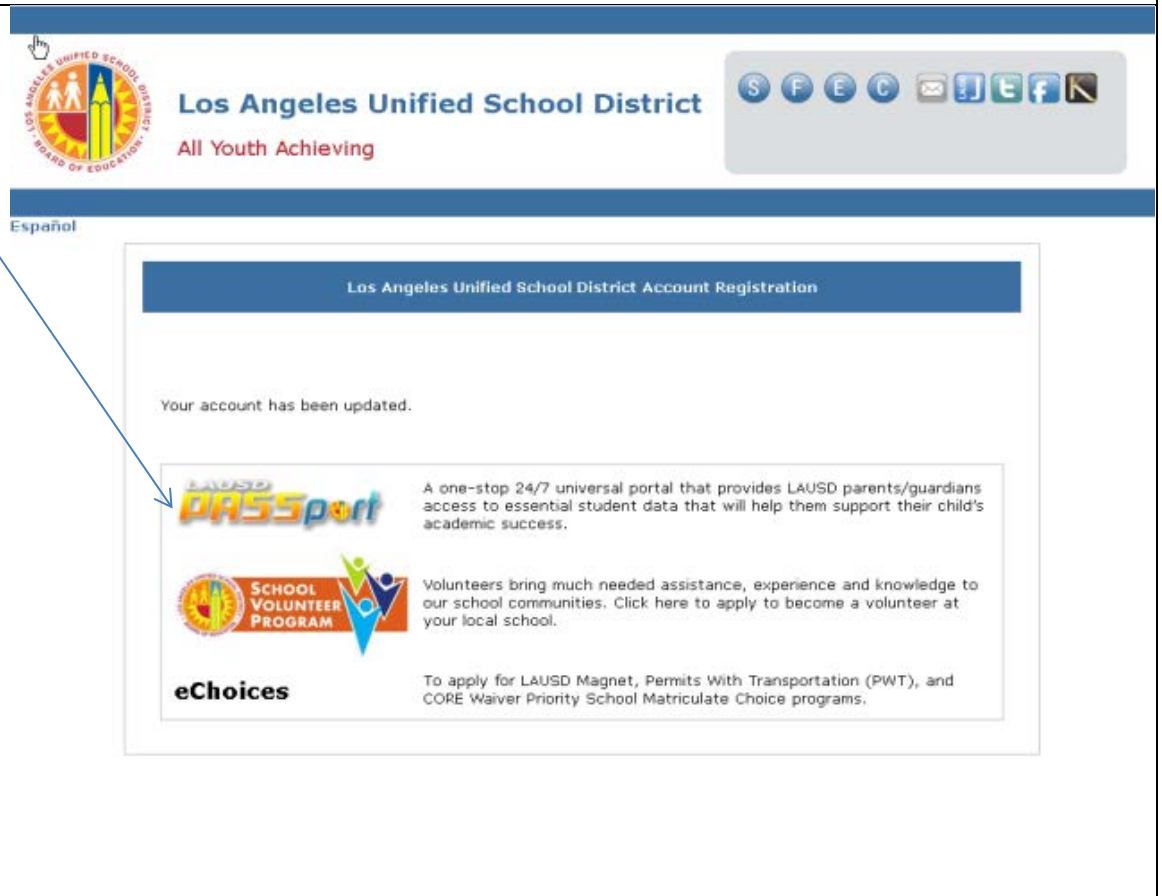
5	<p>Review the Responsible Use Policy (RUP).</p> <p>Next, click on box next to “I agree with the terms and conditions of LAUSD”</p> <p>Indicate whether you accept the conditions by clicking on “Accept” or “Decline”</p>	<div><div>Skip navigation</div><div><div><div><div>Los Angeles Unified School District</div><div>All Youth Achieving</div></div></div><div><div>can't find something?</div><div><input type="text"/></div><div></div></div><div><div></div></div></div><div><div>Español</div><div>Home</div></div><div><div>LAUSD Acceptable Use Policy</div><div><div><div><div>LOS ANGELES UNIFIED SCHOOL DISTRICT</div><div>POLICY BULLETIN</div></div></div><div><div><div><div>TITLE:</div><div>Responsible Use Policy (RUP) For District Computer and Network Systems</div></div><div><div>NUMBER:</div><div>BUL- 999.11</div></div><div><div>ISSUER:</div><div>Shahryar Khazei, Chief Information Officer Information Technology Division</div></div><div><div>DATE:</div><div>August 20, 2015</div></div><div><div>POLICY:</div><div>Teachers, students, administrators and other District and school personnel shall ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and that such use is in support of the District's business and education objectives.</div></div><div><div>MAJOR</div><div>This revision replaces BUL-999.10. dated November 18. 2014. renaming the policv</div></div></div><div><div>ROUTING</div><div>All Employees</div><div>All Locations</div></div><div><div><input type="checkbox"/> I agree to the term and conditions of the LAUSD Acceptable Use Policy.</div><div><div>Accept</div><div>Decline</div></div></div></div></div></div></div>	<p>Make sure you review the “Responsible Use Policy (RUP) for District Computer and Network Systems”</p> <p>If you select “Decline” you will not be allowed to create a LAUSD account.</p>
6	<p>Read the instructions for creating an acceptable password</p> <p>Enter and re-enter new password</p> <p>Next: Click “Submit”</p>	<div><div>Skip navigation</div><div><div><div><div>Los Angeles Unified School District</div><div>All Youth Achieving</div></div></div><div><div>can't find something?</div><div><input type="text"/></div><div></div></div><div><div></div></div></div><div><div>Español</div><div>Home</div></div><div><div>LAUSD Account Activation and Password Reset</div><div><div>Provide the required fields below. Password must meet the password requirements indicated.</div><div><div><div>• Password must be between 8 and 20 characters.</div><div>• Password cannot be your email address.</div><div>• Password must contain both letters and numbers.</div><div>• Password cannot have more than three of the same character in a row. For example, "aaaa" could not be used in a password.</div><div>• Commonly used passwords such as "abcd1234" or "password1" will not be accepted.</div></div></div><div><div>Resetting password for:</div><div>Name : angelina cardenas</div><div>Email : angelina.cardenas@lausd.net</div></div><div><div>Enter a new password:</div><div><input type="password"/></div><div>Re-enter the password:</div><div><input type="password"/></div><div><div>Submit</div><div>Cancel</div></div></div></div></div></div>	<p>Before submitting your new password, make sure your username and email address are correct.</p> <p>Write down password and keep in a safe place.</p>
7	<p>You will receive</p>	<div><div>Skip navigation</div><div><div><div><div>Los Angeles Unified School District</div><div>All Youth Achieving</div></div></div><div><div>can't find something?</div><div><input type="text"/></div><div></div></div><div><div></div></div></div><div><div>Español</div><div>Home</div></div><div><div>LAUSD Account Activation and Password Reset</div><div><div>Provide the required fields below. Password must meet the password requirements indicated.</div><div><div><div>• Password must be between 8 and 20 characters.</div><div>• Password cannot be your email address.</div><div>• Password must contain both letters and numbers.</div><div>• Password cannot have more than three of the same character in a row. For example, "aaaa" could not be used in a password.</div><div>• Commonly used passwords such as "abcd1234" or "password1" will not be accepted.</div></div></div><div><div>Resetting password for:</div><div>Name : angelina cardenas</div><div>Email : angelina.cardenas@lausd.net</div></div><div><div>Enter a new password:</div><div><input type="password"/></div><div>Re-enter the password:</div><div><input type="password"/></div><div><div>Submit</div><div>Cancel</div></div></div></div></div></div>	



**Los Angeles Unified School District**  
All Youth Achieving



## LAUSD PASSport Quick Guide – Registration for Parents/Guardians

	notification that your LAUSD Account is Activated.	
8	Click on the PASSport icon. You can now log in using your email and password.	 <p>The screenshot shows the LAUSD website header with the district logo, name, and tagline "All Youth Achieving". Below the header is a blue bar with the word "Español". The main content area is titled "Los Angeles Unified School District Account Registration" and displays a message: "Your account has been updated." Below this message are three promotional tiles: "LAUSD PASSport" (described as a one-stop 24/7 universal portal), "SCHOOL VOLUNTEER PROGRAM" (described as bringing needed assistance to schools), and "eChoices" (described as a portal for applying to various programs). A blue arrow points from the text "Click on the PASSport icon" to the PASSport tile.</p>

## LAUSD PASSport Quick Guide – **Registration for Parents/Guardians**

### TROUBLESHOOTING FOR PARENTS/GUARDIANS

Registering for LAUSD Account	
Issue	Resolution
You have entered all of the information required to register for an LAUSD Account but cannot register...	<ol style="list-style-type: none"><li>1. Make sure you have entered a working email address.</li><li>2. Make sure what you entered for the security image/audio is correct.</li><li>3. If both are accurate, try using a different browser.</li></ol>
After entering all information, you received notification that you were sent an email to activate your LAUSD account but did not receive it...	<ol style="list-style-type: none"><li>1. Check your “junk email” box and make sure it is not in there.</li></ol>
You have received the activation email but the “Create password or Reset my password” link is not working...	<ol style="list-style-type: none"><li>1. Try using a different browser.</li></ol>
You have entered and re-entered your password but cannot continue with the registration process...	<ol style="list-style-type: none"><li>1. Make sure you have read all of the instructions for creating a password and following accordingly.</li><li>2. If you have followed the instruction accordingly but you still cannot continue, try using another browser.</li></ol>