

## Instructional Guide for Applicants – LAUSD Online Application for LADOT Parking Placard



The screenshot shows a web browser window with the URL `placard.lausd.net`. The page title is "LADOT Parking Placard Application for LAUSD Employees" and the Los Angeles Unified School District logo is in the top right. The main content area contains the following text and form:

**1.) Input LAUSD SSO.  
Do not enter @lausd.net**

**2.) Click Applicant Login**

Enter your Single-Sign-On username and password to log in.

**Example: msmith, mary.smith**  
Do not add domain name (@lausd.net, @lausd.k12.ca.us)

Having issues logging in with your LAUSD SSO? Please call ITD Service Desk at 213-241-5200 for Assistance.

All Rights Reserved, Copyright © 2021 lausd.net

The login form includes a "Username" field with the example "ex: John.Smith", a "Password" field, and two buttons: "Applicant Login" (highlighted with a red box) and "Administrator Login". Red arrows point from the instructions to the respective fields and buttons.


**Instructional Guide for Applicants – LAUSD Online Application for LADOT Parking Placard**

The screenshot shows the 'LADOT Parking Placard Application Center' interface. The form includes fields for:
 

- Employee Information: First Name, Last Name, Employee No, Location Code, Division, Email Address.
- Job Details: Job Title, Work Phone #.
- Work Address: Work Address (No floor or building #), City & State, Zip.
- Office Information: Office, Administrator, Application Reason.
- License Plate: 1st Plate #, 2nd Plate #, 3rd Plate #.

 A green button at the bottom reads 'Submit Application for Administrator Approval'.

**Review & Complete**

- 1.) Job Title - This field will be printed on your placard
- 2.) Work Phone - 10 digits only. Omit spaces, -, & ( )
- 3.) Work Address - Where do you drive to work?
- 4.) Work City & State
- 5.) Work Zip Code
- 6.) Office - Select the office approving your placard application
- 7.) Administrator - Select the administrator approving your placard application
- 8.) License Plate - Maximum 3 vehicles per placard application. Omit symbols and spaces. Example:  = SC
- 9.) Submit - If application is submitted to the wrong office, contact your office's designee for support.

All Rights Reserved, Copyright © 2021 lausd.net

**NOTE - LADOT does NOT issue parking placards for vehicles with **TEMPORARY** license plates. Applicants with temporary plates and in need of a placard will have to reapply during the next application period.**

### Instructional Guide for Applicants – LAUSD Online Application for LADOT Parking Placard

**LADOT Parking Placard Application for LAUSD Employees**

LADOT Parking Placard Application Center

If you have any questions about this application, please contact your office designee. If there is no designee assigned for your office, please contact your administrator

your current application status

Please verify your employee information and make necessary changes if needed

First Name: SAMUEL  
Last Name: KIM  
Employee ID: 9128519  
Job Title: SR ADMINISTRATIVE ANALYST  
Work Address: 115...  
City & State: LOS ANGELES, CA  
Office: Transportation Services Division  
Administrator: Vargas, Bertha

**1. Review Information** → SCC TRANS ABS AREA 75

**2. Click Confirm** → Confirm

**Confirm Submit Application**

By submitting this application, you certify that:

- 1 You are a candidate to receive a LADOT Parking Placard.
- 2 You have **claimed reimbursable mileage** in the last 6 months.
- 3 You **WILL NOT** use the LADOT placard within two blocks of your primary work address.
- 4 You will only use the LADOT placard for **LAUSD work-related activities**.
- 5 You **ARE NOT** a contractor.
- 6 You **WILL NOT** use the LADOT placard with a district vehicle.

Confirm Cancel