STUDENT SSO

SET UP/RESET  tinyurl.com/SSOReset
Teacher Steps

Get Data
MyMail PIN

- Go to: GetData.lausd.net
- Select: Current Year Data
- Select: Email/Account Roster
MyMail PIN

- Select Desired School
- Select Other Desired Filters

Select desired School from drop down menu.

Other Filters are available if needed.

Click Apply to prepare for the report.
MyMail PIN

- Select: **Student Email/Account Roster**

Click “Student Email/Account Roster” to generate the actual report shown in next slide.
Here is a sample generated list with data obscured.

<table>
<thead>
<tr>
<th>Cost Center Code</th>
<th>Student Name (Last, First)</th>
<th>Student District ID</th>
<th>Account (Email)</th>
<th>Account Status</th>
<th>ECN #</th>
<th>Student PIN</th>
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Scroll to bottom of the report screen to see Print and Export Options.
MyMail PIN Data

Various Export Options

Data can be exported and manipulated in Excel or Numbers, Word, etc. Be aware you are working with confidential information here.
Student Steps

Password Setup
Password Setup

- Open Browser
- Go to: MyLogin.lausd.net
- Select: Student
Password Setup

● Select: **Activate your Account or Reset your password**
Password Setup

- Read the RUP
- Select: Agree
- Select: Accept
Password Setup

- Input: “District ID”
- Input: “Date of Birth”
- Input: “PIN”
- Select: Next
Password Setup

- Input a secure password
- Re-enter secure password
- Select: Submit
Student Steps

Verification & Mail App Setup
Verify MyMail

- Open Browser
- Go to: accounts.google.com
- Input: full email and password
Verify MyMail

- Input the Captcha
- Select: I accept.
Continue to my account.
Verify MyMail

- If you see your contact page, you’re done!