This job aid will provide steps to add/link students to parent/guardian account so that parent can access and monitor student’s data.

BEFORE YOU GET STARTED

- You must have an existing account in the Parent Portal. (Refer to job aid for creating an account in the Parent Portal.)
- You must know your student’s District ID No. (This can be found on student report card, transcripts, or you can contact the student’s school.)
- You must request a Personal Identification Number (PIN) for each student from their school of attendance. (Refer to the letter mailed home containing this information or visit the office for each child's school of attendance)

LOG IN

**Step 1**: Go to https://parentportal.lausd.net

**Step 2**: Click on “Login Register”.

**Step 3**: Click on Parent Login.

**Step 4**: **Username** is email address you used for account registration
ADD STUDENT

**Step 5**: In the My Students section, click on **Add student**.

**Step 6**: Enter the required fields: **Student’s LAUSD ID Number**, **Student’s Date of Birth**, **PIN**, and type code from the image or audio clip.

**Step 7**: Click on **Add Student**.

**Step 8**: If Parent Information and Retrieved Information is correct, click on **Finish**.
You will see a list of all students linked to your account.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>School</th>
<th>Grade</th>
<th>Enrollment Status</th>
<th>Remove</th>
<th>Verified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1</td>
<td></td>
<td>San Jose Street</td>
<td>1</td>
<td>Y</td>
<td>Remove</td>
<td>Y</td>
</tr>
</tbody>
</table>

NOTE: A maximum of four (4) students can be added to an account. If you try to add additional students, an error message displays directing you to go to the Main Office of the student’s school for assistance.