

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"> • First and Last name. • Email address • Security image/audio 		<p>http://passportapp.lausd.net/parentaccess/</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	<p>Next: Check email for notification sent to complete account registration process.</p>		

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<p>3</p>	<p>Check your email and activate your account by clicking on “Activate my LAUSD account.”</p>	 <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>Activate my LAUSD account.</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>Activar mi cuenta LAUSD.</p> <p>Gracias, Distrito Escolar Unificado De Los Ángeles</p>
<p>4</p>	<p>Click on “Create password or Reset my password.”</p>	 <p>Skip navigation</p> <p> Los Angeles Unified School District All Youth Achieving</p> <p>can't find something? <input type="text"/></p> <p>S F E C </p> <p>Español Home</p> <p>LAUSD Account Activation and Password Reset Click on the link below to activate your account or reset your password</p> <ul style="list-style-type: none"> Create password or Reset my password <p>© Los Angeles Unified School District 333 South Beaudry Ave., Los Angeles, California 90017 Phone: (213) 241-1000 Terms of Use Privacy Policy</p>

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<p>5</p> <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>		<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>
<p>6</p> <p>Read the instructions for creating an acceptable password</p> <p>Enter and re-enter new password</p> <p>Next: Click “Submit”</p>		<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>
<p>7</p> <p>You will receive</p>		



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	<p>notification that your LAUSD Account is Activated.</p>	
<p>8</p>	<p>Click on the PASSport icon. You can now log in using your email and password.</p>	

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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">1. Make sure you have entered a working email address.2. Make sure what you entered for the security image/audio is correct.3. If both are accurate, try using a different browser.
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">1. Check your “junk email” box and make sure it is not in there.
You have received the activation email but the “Create password or Reset my password” link is not working...	<ol style="list-style-type: none">1. Try using a different browser.
You have entered and re-entered your password but cannot continue with the registration process...	<ol style="list-style-type: none">1. Make sure you have read all of the instructions for creating a password and following accordingly.2. If you have followed the instruction accordingly but you still cannot continue, try using another browser.