

## LAUSD Parent Portal Quick Guide – Registration for Parents/Legal Guardians

This Quick Guide provides an easy 8 step review of the registration process. Also included is a ***Troubleshooting page*** for use when assisting parents with the registration process.

<http://passportapp.lausd.net/parentaccess/>

**Step 1** – Register for an LAUSD account. Provide all the required information (\*):

First Name, Last Name, Email Address, Security image/audio.

**Los Angeles Unified School District Account Registration**



Your email address is your username. To create a parent account, enter a valid email address e.g. parent@webmail.com.

A parent account allows you to:

- Apply to multiple school choice programs offered by L.A. Unified.
  - eChoices (Magnet, Permits With Transportation and Dual Language), Zones of Choice, Incoming Inter-District Permits, District K-12 Open Enrollment and Conservatory of Fine Arts.
- Manage your application(s).
- Access Parent portal to monitor student's attendance, final grades, update emergency telephone numbers, track student's progress towards completion of graduation requirements and many more...

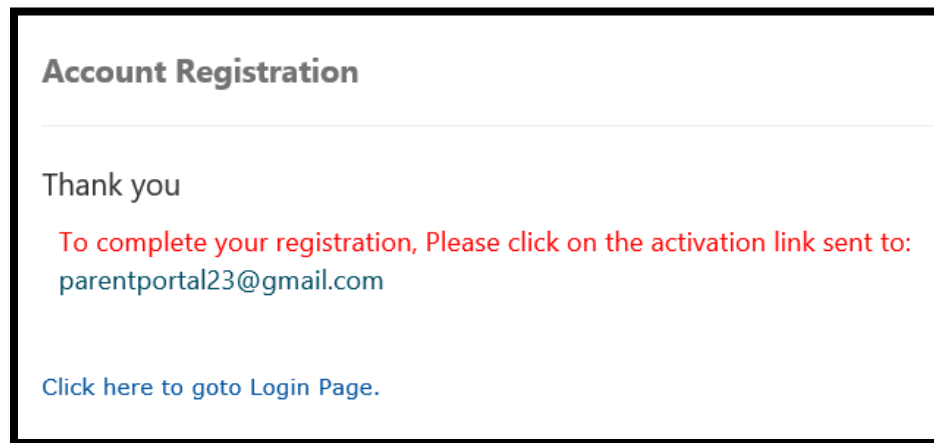
Parent First Name: *	Parent Middle (optional)
<input type="text"/>	<input type="text"/>
Parent Last Name: *	
<input type="text"/>	
Email Address:*	Re-enter Email:*
<input type="text"/>	<input type="text"/>

Please enter the numbers below for security purposes \*

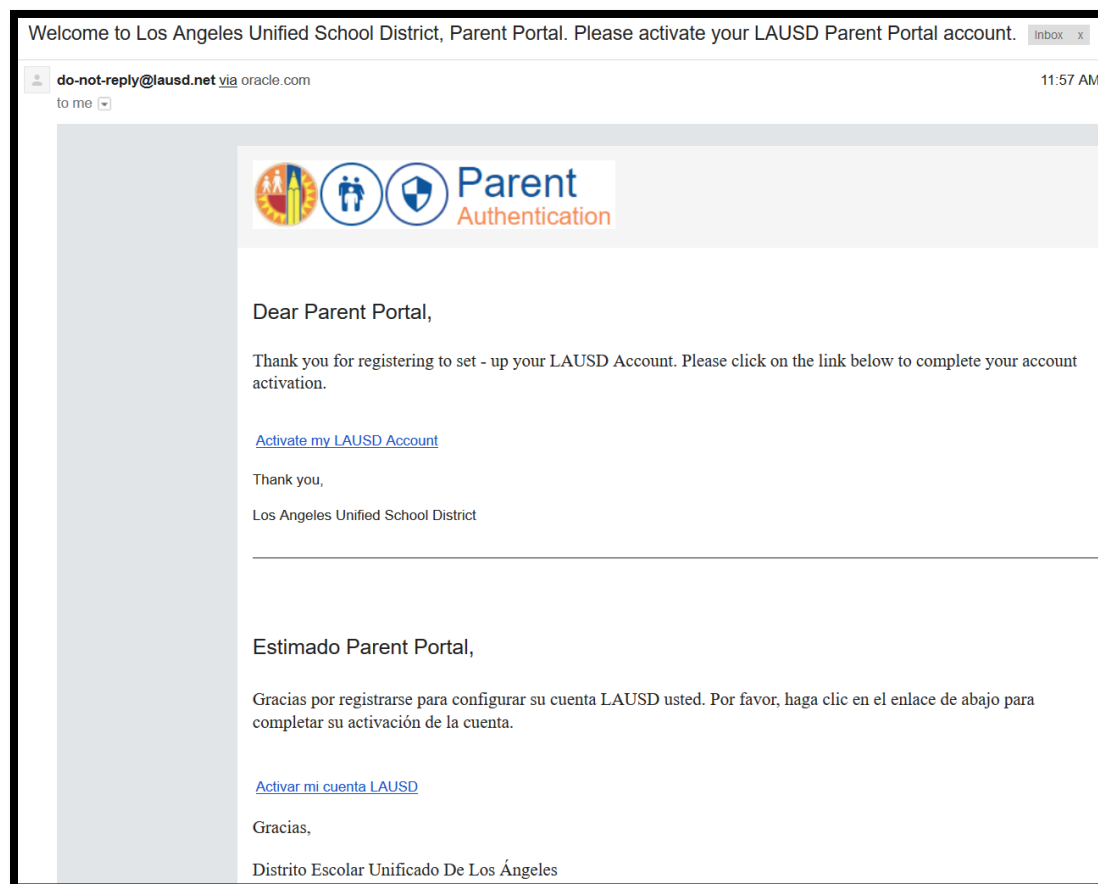
	<input type="text"/>
OR	
 Error	<input type="text"/>

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**Step 2** – You will receive a thank you message.



**Step 3** – To complete your registration, check email for notification sent to complete account registration process. Activate your account by clicking on the blue link “Activate my LAUSD account.”



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**Step 4** – Enter your Email and Password. Read the criteria for creating an acceptable password. For you to Re-enter Password, you need to meet the Password criteria, all of the red **Xs** must become a green **✓** . Passwords must match before you can submit.

**Account Registration**

**Please update your password**

**Email: \***

**Password: \***

**Re-enter Password: \***

[Cancel](#) [Submit](#)

**Password Criteria:**

- ✗ Must have at least 12 characters.
- ✗ Cannot exceed 24 characters
- ✗ Cannot be commonly used passwords (E.g. "abcd1234" or "password1")
- ✗ Cannot have repetitive or sequential characters
- ✗ Cannot contain Email
- ✗ Cannot contain whitespaces
- ✗ Cannot contain these special characters: "+|%<>";=/?@
- ✗ Password and Re-enter password must match

**Account Registration**

**Please update your password**

**Email: \***

**Password: \***

**Re-enter Password: \***

[Cancel](#) [Submit](#)



**Password Criteria:**

- ✓ Must have at least 12 characters.
- ✓ Cannot exceed 24 characters
- ✓ Cannot be commonly used passwords (E.g. "abcd1234" or "password1")
- ✓ Cannot have repetitive or sequential characters
- ✓ Cannot contain Email
- ✓ Cannot contain whitespaces
- ✓ Cannot contain these special characters: "+|%<>";=/?@
- ✓ Password and Re-enter password must match

**Step 5** – You will receive a notification that your LAUSD Account is Activated. Click on the first logo, Parent Portal, to the right of the screen.

Your account has been successfully activated.

Please click on any of the applications to continue.



## LAUSD Parent Portal Quick Guide – Registration for Parents/Legal Guardians

**Step 6** – Select Parent Login.

Select an option below

1. Parent Login

2. Student Login

3. Employee Login

4. Register for an account

**Step 7** - You can now log in using your email and password.

Parent Login

Username

parentportal23@gmail.com

Password

.....

[Forgot your password?](#)

Register

Log In

- Username is the email address you used for account registration.
- Session times out after 60 minutes.
- If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.

**Step 8** - You will be asked if you would like to receive the Parent-Student Handbook via email. Select “Yes” or “No” and click submit.

Select your handbook preference

I want to receive an electronic version of the LAUSD Parent-Student Handbook. I understand that by clicking "Yes" I will not receive a paper copy of the Parent-Student Handbook for the current school-year and beyond.


☐ Yes

☐ No

Submit

## LAUSD Parent Portal Quick Guide – Registration for Parents/Legal Guardians


You have successfully created your LAUSD Parent Portal Account. The next step is to Add your student. **Please See Quick Guide for linking students.**



[Español](#)[Logout](#)[Account Settings](#)

### Welcome, Parent Portal

#### District Announcements

Date	From	Title
2018-08-06 12:44:03.0	Office of School Operations	 Your Parent Student Handbook is ready for viewing! <a href="#">Click Here.</a>

#### My Students

Click on the name of each student to view their personalized information and resources

[Add student](#)

Student Name	Student ID	School	Grade	Enrollment Status	Remove
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#### General Resources

- [LAUSD Emergency Plan App](#)
- [LAUSD School Choice Programs](#)
- [Parents' Rights and Responsibilities](#)
- [District Calendar](#)
- [District News & Events](#)
- [LAUSD Families Page](#)
- [Parent Student Handbook](#)
- [Household Income](#)
- [e-Choices](#)

**LAUSD Parent Portal Quick Guide – Registration for Parents/Legal Guardians**  
**TROUBLESHOOTING FOR PARENTS/GUARDIANS**

<b>Registration for LAUSD Account</b>	
<b>Issue</b>	<b>Resolution</b>
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 (Firefox, Internet Explorer, Escape...)</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 instructions accordingly but you still cannot continue, try using another browser (Firefox, Internet Explorer, Escape...).</li></ol>

# LAUSD Parent Portal Quick Guide – Linking/Removing Students for Parents/Legal Guardian

This Quick Guide provides a step-by-step review of the ‘Linking/Removing Students’ process. Also included is a ***Locating Student’s District Identification Number*** and ***Troubleshooting page*** for use when assisting parents with the linking and removing students’ process.

<http://passportapp.lausd.net/parentaccess/>

**Step 1** – Log in to your Parent Portal Account.

**Parent Login**

**Username**

parentportal23@gmail.com

**Password**

••••••••••


[Forgot your password?](#)

Register

Log In

- Username is the email address you used for account registration.
- Session times out after 60 minutes.
- If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.

**Step 2** – Under ‘My Students’, click on “Add students.”


**Parent Portal**

Español

Logout  
Account Settings

**Welcome, Parent Portal**

**District Announcements**

Date	From	Title
2018-08-06 12:44:03.0	Office of School Operations	 Your Parent Student Handbook is ready for viewing! <a href="#">Click Here.</a>

**My Students**  
Click on the name of each student to view their personalized information and resources  

Add student

Student Name	Student ID	School	Grade	Enrollment Status	Remove
--------------	------------	--------	-------	-------------------	--------

**General Resources**

[LAUSD Emergency Plan App](#)  
[LAUSD School Choice Programs](#)  
[Parents' Rights and Responsibilities](#)  
[District Calendar](#)  
[District News & Events](#)  
[LAUSD Families Page](#)  
[Parent Student Handbook](#)  
[Household Income](#)  
[e-Choices](#)

## LAUSD Parent Portal Quick Guide – Linking/Removing Students for Parents/Legal Guardian

**Step 3** – Enter the required fields in order to link your student; Student’s LAUSD ID Number, Student’s Date of Birth, Student’s First Name and Student’s Last Name. Note: Student’s First name and Last Name must be entered the way it appears on school records. Then click on Add A Student.

<b>1</b>	*Student's LAUSD ID Number:	<input type="text"/>
<b>2</b>	*Student's Date of Birth: Format: (MM/DD/YYYY)	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>3</b>	*Student's First Name:	<input type="text"/>
<b>4</b>	*Student's Last Name:	<input type="text"/>
<input type="button" value="ADD A STUDENT"/>		



## LAUSD Parent Portal Quick Guide – Linking/Removing Students for Parents/Legal Guardian

**Step 4** – Identify yourself by selecting your name and click “This is me.”

5

Confirm Parent

The following parents have been verified by LAUSD's Student Information Systems. Identify yourself and click "This is me". If you do not see your name, you must register in LAUSD's Student Information Systems (MiSiS) at your child's school office.

☐ PARENT ONE

☐ PARENT TWO

This Is Me

6

Retrieved Students

Student Name -- Parent Name

Cancel

FINISH

If you have more students to add, Repeat steps 3 and 4. Once you finish adding your students, click on the “FINISH” button at the bottom right of the screen.

## LAUSD Parent Portal Quick Guide – Linking/Removing Students for Parents/Legal Guardian

**Step 5** – When you select “FINISH,” you are returned to your Parent Portal Main Page, The students you retrieved will be available in the ‘My Student’s’ section.

**Welcome, Parent**

**District Announcements**

Date	From	Title
2016-08-17 08:03:34.0	Office of School Operations	Your Parent Student Handbook is ready for viewing! <a href="#">Click Here.</a>

**My Students**

Click on the name of each student to view their personalized information and resources

[Add students](#)

Student Name	Student ID	School	Grade	Remove
<a href="#">STUDENT ONE</a>	000000F000	Avenue Elementary	1	<a href="#">Remove</a>
<a href="#">STUDENT TWO</a>	000000M000	Valley Academy	6	<a href="#">Remove</a>
<a href="#">STUDENT THREE</a>	000000F000	Los Angeles Magnet	12	<a href="#">Remove</a>

Note: you can now click on the name of the student to view their personalized information and resources.

**Removing Students** – Students may be removed from your account by clicking on the “remove” link next to their name.

**Welcome, Parent**

**District Announcements**

Date	From	Title
2016-08-17 08:03:34.0	Office of School Operations	Your Parent Student Handbook is ready for viewing! <a href="#">Click Here.</a>

**My Students**

Click on the name of each student to view their personalized information and resources

[Add students](#)

Student Name	Student ID	School	Grade	Remove
<a href="#">STUDENT ONE</a>	000000F000	Avenue Elementary	1	<a href="#">Remove</a>
<a href="#">STUDENT TWO</a>	000000M000	Valley Academy	6	<a href="#">Remove</a>
<a href="#">STUDENT THREE</a>	000000F000	Los Angeles Magnet	12	<a href="#">Remove</a>

## LAUSD Parent Portal Quick Guide – Linking/Removing Students for Parents/Legal Guardian

### Locating Student's District Identification Number(s)

You can find your student's Identification Number in the following locations:

Letters sent to parents from Student Integration Services, also known as reference numbers, for the following eChoices programs: <ul style="list-style-type: none"><li>- Permits With Transportation (PWT)</li><li>- Magnet</li><li>- PSMCP (Priority School Matriculate Choice Program, which replaces NCLB)</li></ul>
Truancy/Attendance Notification Letters
Inter-district permits & intra-district permits
Some Student ID Cards – varies from school to school
Individual Graduation Plan (received from the counselor)
California High School Exit Exam (CAHSEE) & Parent Report
California English Language Development Test (CELDT) – Student Performance Level
Standardized Report Testing & Reporting (STAR) Student Report
Letters sent to parents from the Transportation Services Division (TSD) (for students who ride on the school bus for home-to-school transportation)
Student's Individualized Education Plan (IEP)
<b><i>If unable to find the identification number on documents you have received, you may submit a request for it at your child's school.</i></b>

**LAUSD Parent Portal Quick Guide – Linking/Removing Students for  
Parents/Legal Guardian  
TROUBLESHOOTING FOR PARENTS/GUARDIANS**

<b>Linking Students To LAUSD Parent Portal Account</b>	
<b>Issue</b>	<b>Resolution</b>
You have inputted all of your student's information and student does not show when you click "Get Pin" ...	<ol style="list-style-type: none"> <li>1. Make sure you have inputted all of the information correctly. <b><i>The letter in the I.D. number should be capitalized. Make sure there are no spaces and that your student's name is listed as it appears on school records.</i></b></li> <li>2. If you have inputted all information correctly, according to your documents but the student(s) does not show call your child's school and verify his/her I.D. number.</li> </ol>
You have inputted all of your student's information and the student's name is showing after you click "Get Pin" but your name is not showing up as parent...	<ol style="list-style-type: none"> <li>1. Call your child's school and verify that you are listed as a guardian in District's database.</li> </ol>
You have successfully retrieved all of your students but they are not showing up on your Main Page under 'My Students'...	<ol style="list-style-type: none"> <li>1. Make sure you have selected "Finished" as demonstrated in Step 5 of the Quick Guide.</li> <li>2. If you have selected "Finished" and are now on Manage Associated Students – Step 6, make sure you have selected students and moved them (using arrow) to Selected Students box and click "Save" (Follow Step 6 and 7 of Quick Guide)</li> </ol>

## Accessing Schoology from PASSport

Select the Grades & Assignments icon on the Student Page.



Click the name of any of the courses.

Click the name of any course

Escuela	Período	Salón	Maestro	Nombre del Curso	Ausencia	Tardanza
Sample High School	1	118	TEACHER teacher@lausd.net	PRACT MATH A	0	0
Sample High School	2	118	TEACHER teacher@lausd.net	PRACT ENG A	0	0
Sample High School	3	118	TEACHER teacher@lausd.net	CAREER AWARE A	0	0
Sample High School	4	118	TEACHER teacher@lausd.net	PRACT SCIENC A	0	0
Sample High School	5	118	TEACHER teacher@lausd.net	PRACT SOC ST A	0	0
Sample High School	6	120	TEACHER teacher@lausd.net	SCI TCH & R 2A	0	0

The first time Schoology is accessed through PASSport, a login window will open. Login using the same email and password used to create the PASSport account.

**Please reenter password to access Schoology**

**Email:** parent@email.com

**Password:**

Login

The email used to create the PASSport account will appear

Enter the password used to create the PASSport account

The Schoology window will open. All courses will appear in the Schoology window, no matter which course name was selected in PASSport.

**LAUSD** Inicio Cursos Grupos

NOMBRE DEL ESTUDIANTE

Resumen

Calificaciones

Desempeño

Calendario

Mensajes

Actuales Anteriores Descargar informe del estudiante

\*Home: TERM AF - PERIOD 7

AP CALCULUS B: TERM AF - PERIOD 4

AP GOVT & POL: TERM AF - PERIOD 2

EXPOS COMP: TERM AF - PERIOD 3

The Schoology parent portal will open in a new window

Once Schoology has been accessed through PASSport, it is possible to login directly through the Schoology web page ([www.schoology.com](http://www.schoology.com)) or the Schoology app.

Please note that there is a significant amount of information in PASSport (such as attendance, final grades and test scores) that cannot be accessed in Schoology.

*Change passwords and email addresses in PASSport. Changes made in Schoology will be overwritten by the information in PASSport.*