

LAUSD PASSport Quick Guide – Registration for Parents and Guardians

This Quick Guide provides a review of the registration process. A ***Troubleshooting Guide*** is included for use when assisting parents with the registration process.

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

Step 1 – Register for an LAUSD account. Provide all of the required information: First Name, Last Name, Email Address, Security Image/Audio.

The screenshot shows the 'Los Angeles Unified School District Account Registration' form. It is divided into three numbered sections. Section 1 asks for the First Name, Middle Name (Optional), and Last Name. Section 2 asks for the Email Address and a re-entered email. Section 3 asks for a security code, which can be typed from a CAPTCHA image or an audio clip. A 'Register' button is at the bottom.

Los Angeles Unified School District Account Registration

Provide the required fields below.

1 *First Name:
Middle Name (Optional):
*Last Name:

2 *Email Address:
*Re-enter Email:

3 *For security purposes, please type the code from the image or audio clip.

OR

Step 2 – Check for a notification email sent to you to complete the account registration process.

The screenshot shows a 'Thank you' confirmation screen. It states that a notification email has been sent to 'parent@email.com' and provides a link to exit the browser.

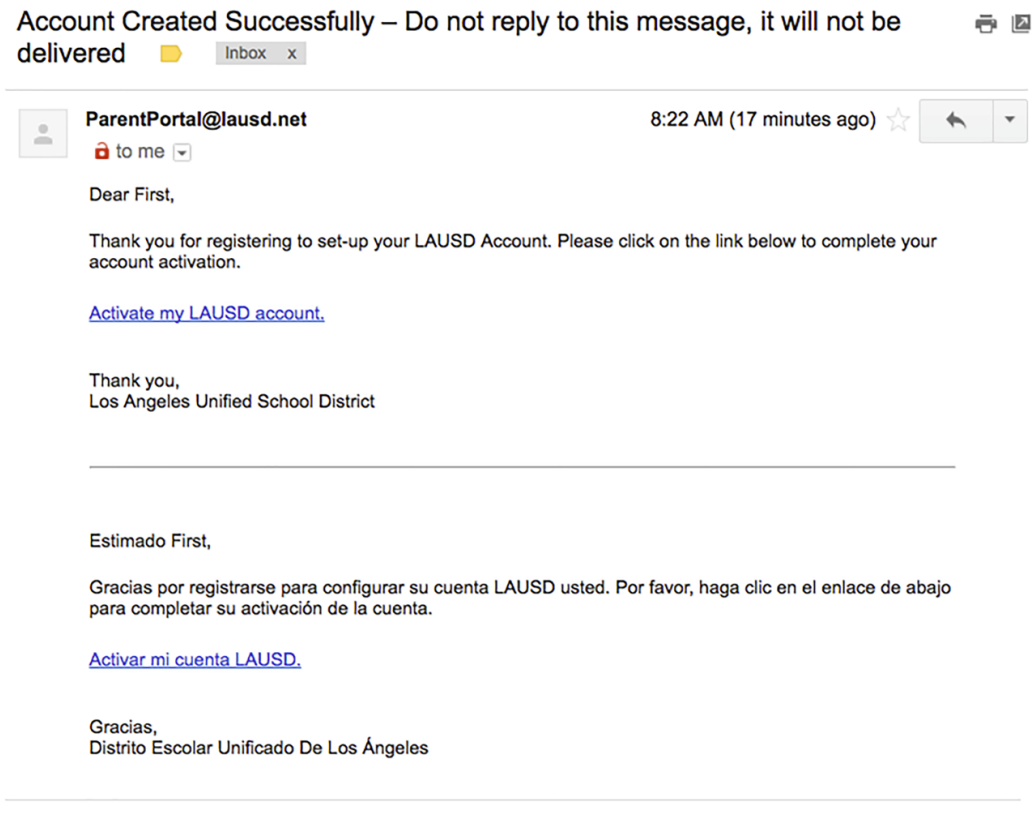
Thank you

To complete your registration, an email has been sent to:
parent@email.com

Close your browser or [click here](#) to exit.

LAUSD PASSport Quick Guide – Registration for Parents and Guardians

Step 3 – Check your email and activate your account by selecting the **Activate My LAUSD Account** link.



Step 4 – Click the **Create Password or Reset My Password** link.

[Español](#)

[Home](#)

LAUSD Account Activation and Password Reset

Click on the link below to activate your account or reset your password


- [Create password or Reset my password](#)

Step 5 – Review the Responsible Use Policy (RUP). Next, click on the box next to “I agree with the terms and conditions of LAUSD.” Indicate whether you accept the conditions by clicking on

LAUSD PASSport Quick Guide – Registration for Parents and Guardians

the **Accept** button or the **Decline** button. You will not be able to create a PASSport account if you do not agree to the RUP terms and conditions.

LAUSD Acceptable Use Policy

**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE:	Responsible Use Policy (RUP) For District Computer and Network Systems	ROUTING All Employees All Locations
NUMBER:	BUL- 999.11	
ISSUER:	Shahryar Khazei, Chief Information Officer Information Technology Division	
DATE:	August 20, 2015	
POLICY:	Teachers, students, administrators and other District and school personnel shall ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and that such use is in support of the District's business and education objectives.	

☐ I agree to the term and conditions of the LAUSD Acceptable Use Policy.

Accept **Decline**

Step 6 – Read the instructions for creating an acceptable password. Enter the password twice and then choose the **Submit** button.

LAUSD Account Activation and Password Reset

Provide the required fields below. Password must meet the password requirements indicated.

- Password must be between 8 and 20 characters.
- Password cannot be your email address.
- Password must contain both letters and numbers.
- Password cannot have more than three of the same character in a row. For example, "aaaa" could not be used in a password.
- Commonly used passwords such as "abcd1234" or "password1" will not be accepted.

Resetting password for:
Name : First Last
Email : parent@email.com

Enter a new password:

Re-enter the password:

Submit

Cancel

LAUSD PASSport Quick Guide – Registration for Parents and Guardians

Step 7 – You will receive an email notification that your LAUSD account is activated.

☐ ☆ ParentPortal


Account Created Successfully – Do not reply to this message, it will not be delivered - Dear First, Thank you for regis

8:22 am


Step 8 – Click the PASSport icon. You can now log in using your email and password.

Los Angeles Unified School District Account Registration


Your account has been updated.



A one-stop 24/7 universal portal that provides LAUSD parents/guardians access to essential student data that will help them support their child's academic success.



Volunteers bring much needed assistance, experience and knowledge to our school communities. Click here to apply to become a volunteer at your local school.



To apply for LAUSD Magnet, Permits With Transportation (PWT), and CORE Waiver Priority School Matriculate Choice programs.

LAUSD PASSport Quick Guide – Registration for Parents and Guardians
Troubleshooting Guide

FOR PARENTS/GUARDIANS

Registration 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. Verify that what you entered for the security image/audio is correct.3. If both are accurate, try using a different browser.
After entering all the 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. Wait ten minutes.2. 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 follow accordingly.2. If you have followed the instructions but you still cannot continue, try using another browser.