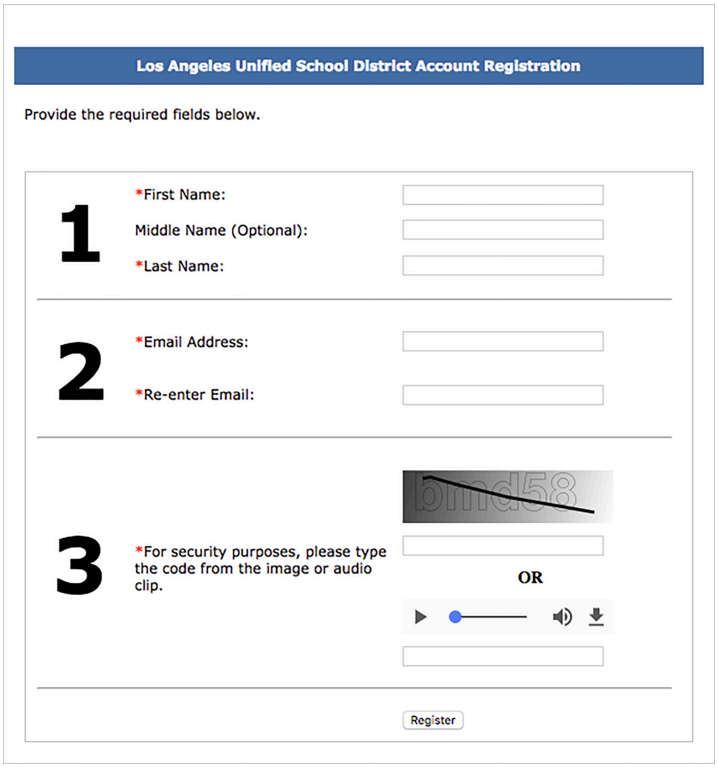
LAUSD PASSport Quick Guide – Registration for Parents and Guardians

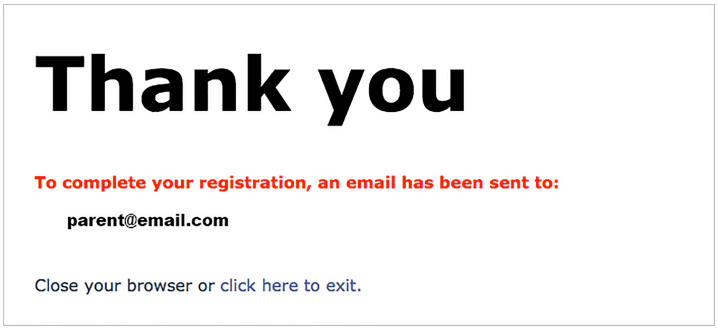
This Quick Guide provides a review of the registration process. A ***Troubleshooting Guide*** is included for use when assisting parents with the registration process.

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.



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



LOS ANGELES UNIFIED SCHOOL DISTRICT
PARENT, COMMUNITY AND STUDENT SERVICES

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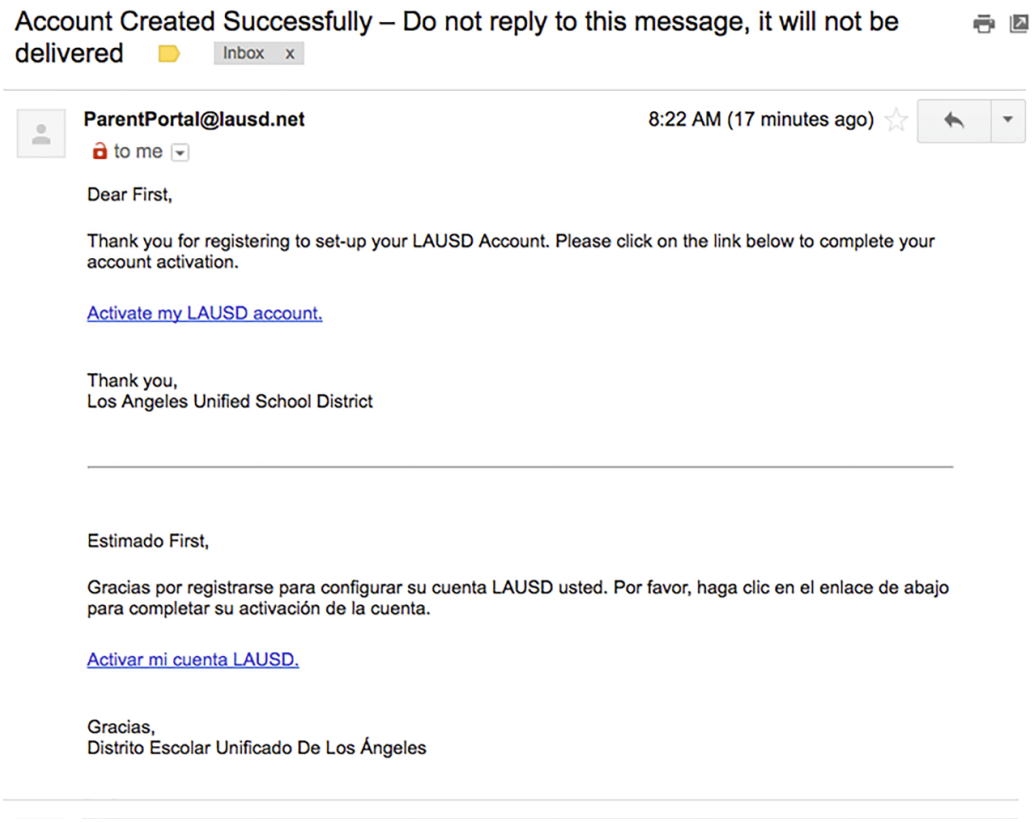
Step 3 – Check your email and activate your account by selecting the **Activate My LAUSD Account** link.



Account Created Successfully – Do not reply to this message, it will not be delivered

Inbox x

ParentPortal@lausd.net 8:22 AM (17 minutes ago)

to me

Dear First,

Thank you for registering to set-up your LAUSD Account. Please click on the link below to complete your account activation.

Activate my LAUSD account.

Thank you,
Los Angeles Unified School District

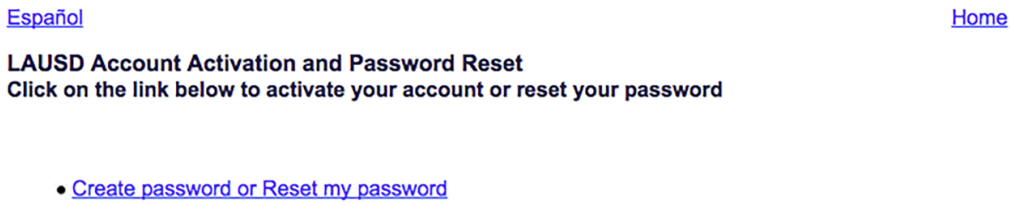
Estimado First,

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.

Activar mi cuenta LAUSD.

Gracias,
Distrito Escolar Unificado De Los Ángeles

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



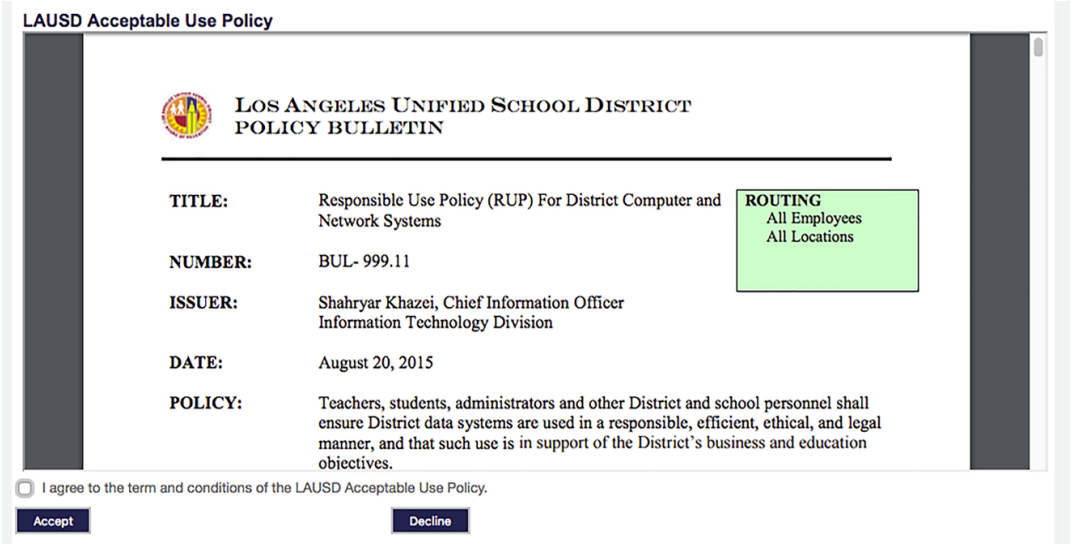
Español Home

LAUSD Account Activation and Password Reset
Click on the link below to activate your account or reset your password

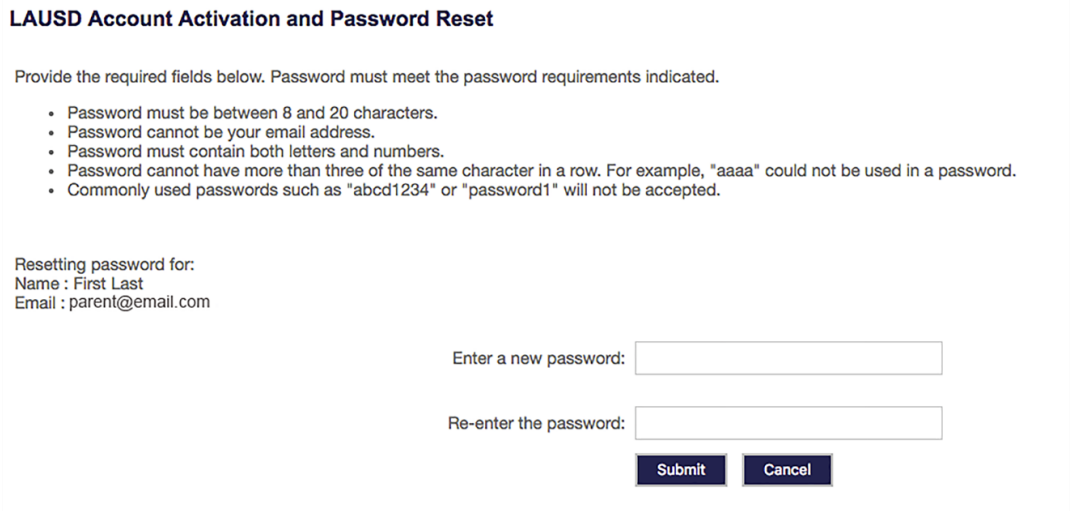
- Create password or Reset my password

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

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.



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



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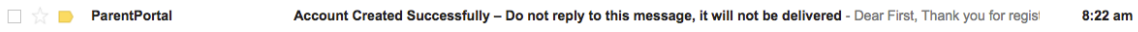
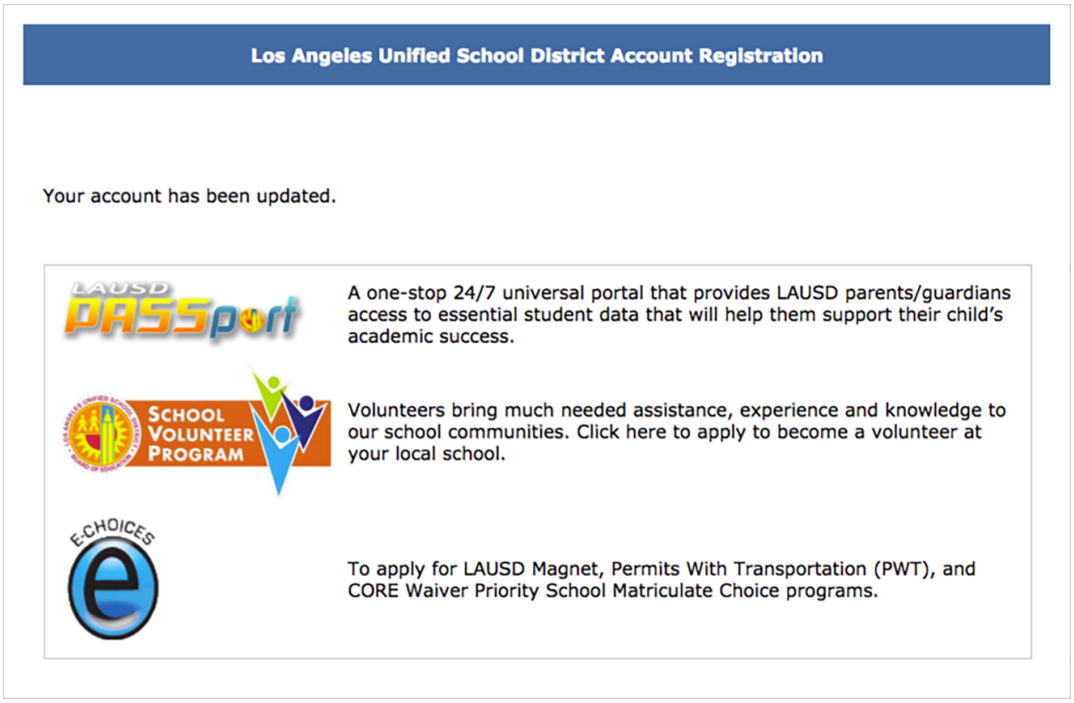
Step 7 – You will receive an email notification that your LAUSD account is activated.



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



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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.	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.	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.	1. Try using a different browser.
You have entered and re-entered your password but cannot continue with the registration process.	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.