

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...

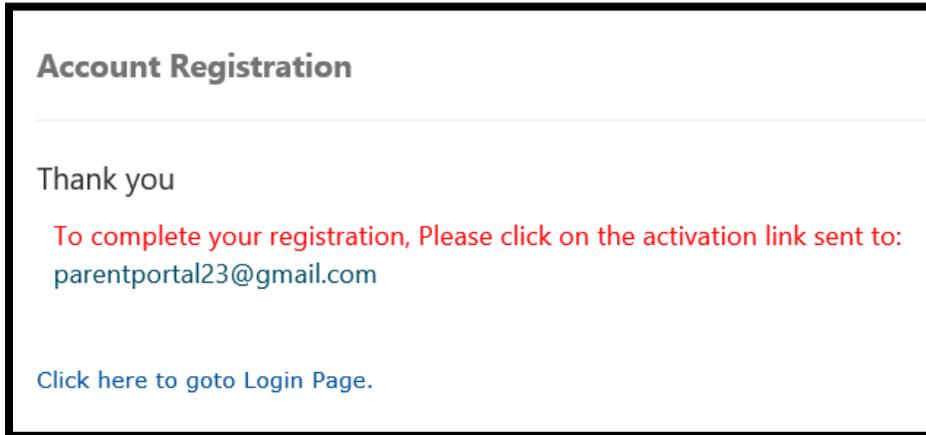
Parent First Name: *	Parent Middle (optional)
<input type="text"/>	<input type="text"/>
Parent Last Name: *	
<input type="text"/>	
Email Address:*	Re-enter Email:*
<input type="text"/>	<input type="text"/>

Please enter the numbers below for security purposes *

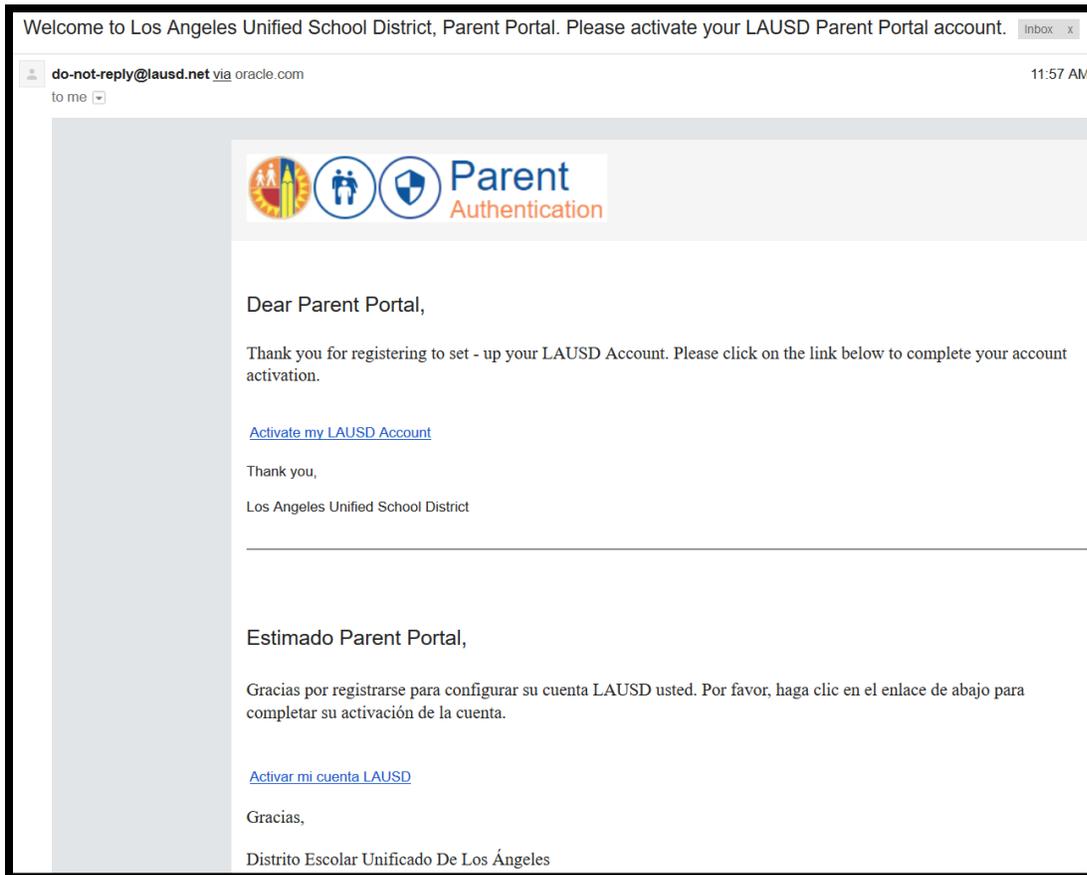
	<input type="text"/>
OR	
	<input type="text"/>

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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: *

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: *

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.



The image shows a grid of application icons. The first icon in the top row is the 'Parent Portal' logo, which features a family silhouette and a graduation cap. Other icons include a school building, a person with a magnifying glass, a person with a graduation cap, and a person with a graduation cap. Below the grid, the text 'UNIFIED ENROLLMENT' and 'Volunteer Management System' are visible.

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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

Password

[Forgot your password?](#)

- 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

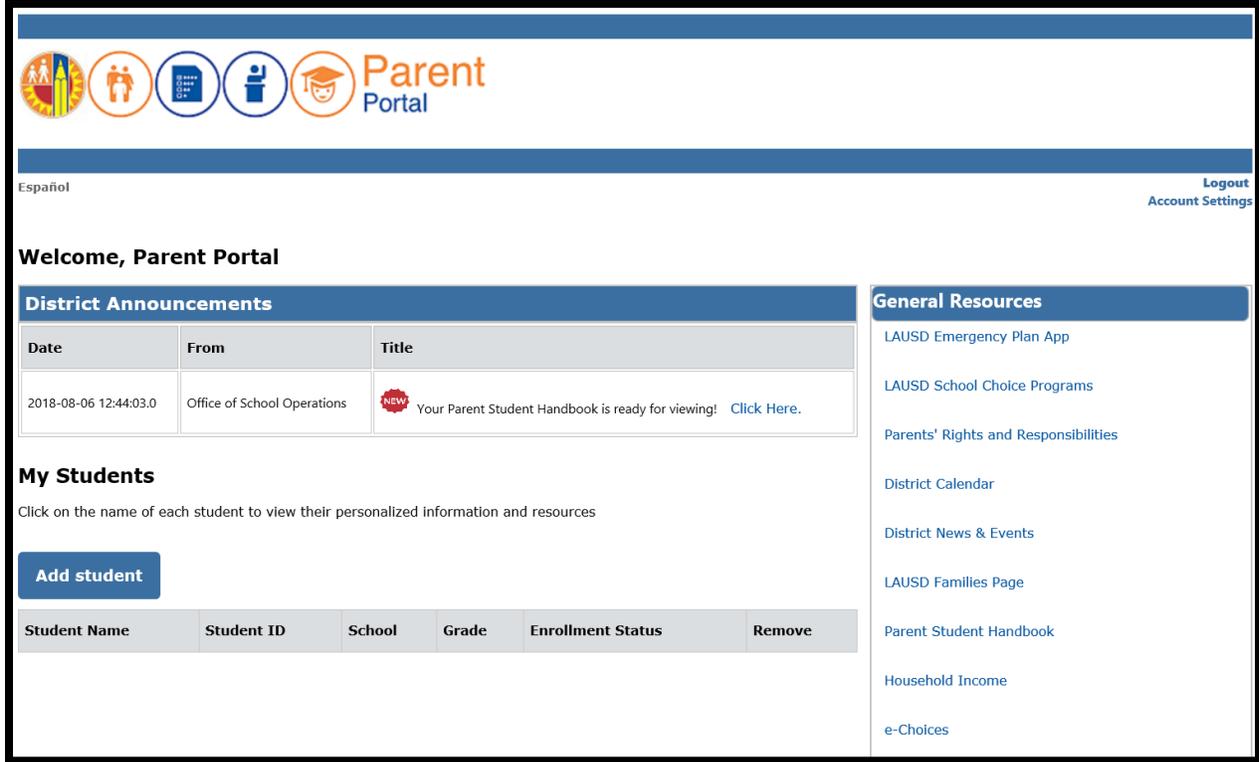
I want to receive an electronic version of the LAUSD Parent-Student Handbook. I understand that by clicking "Yes" I will not receive a paper copy of the Parent-Student Handbook for the current school-year and beyond.

Yes

No

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



The screenshot displays the LAUSD Parent Portal interface. At the top, there are navigation icons for home, family, services, and a graduation cap, followed by the "Parent Portal" logo. Below the header, the language is set to "Español" and there are links for "Logout" and "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! Click Here.

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](#)

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TROUBLESHOOTING 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. Make sure what you entered for the security image/audio is correct. 3. If both are accurate, try using a different browser (Firefox, Internet Explorer, Escape...)
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 instructions accordingly but you still cannot continue, try using another browser (Firefox, Internet Explorer, Escape...).