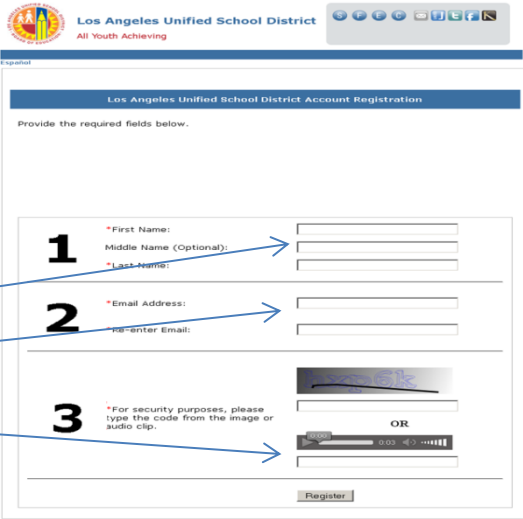
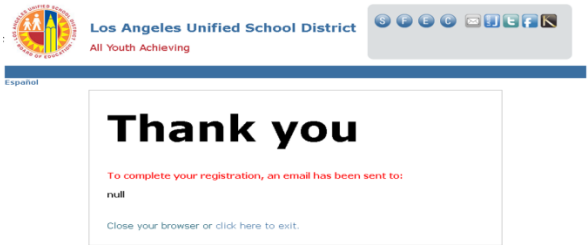
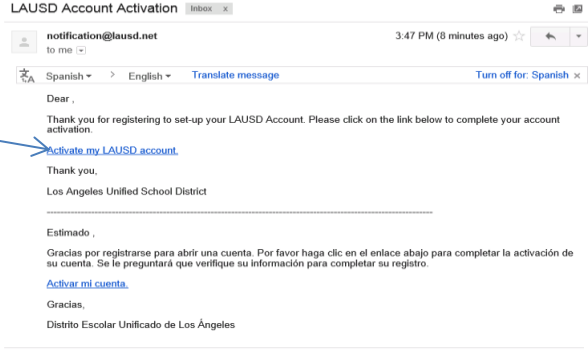
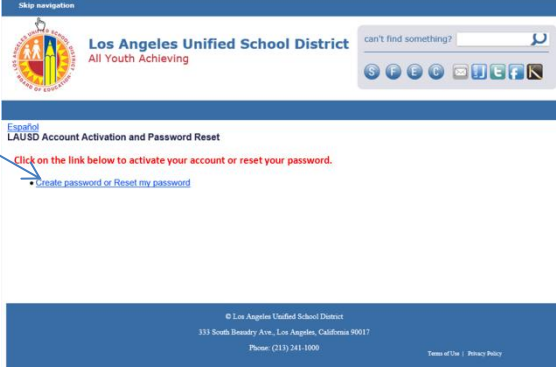
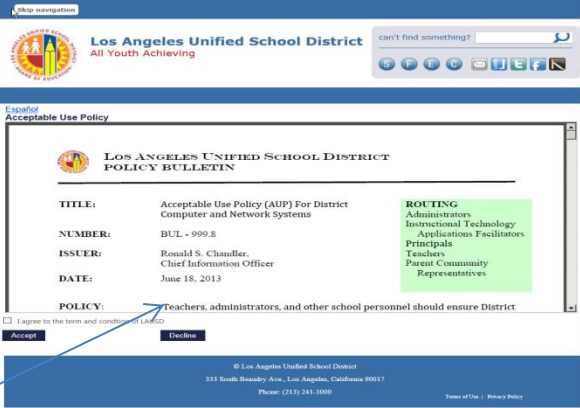
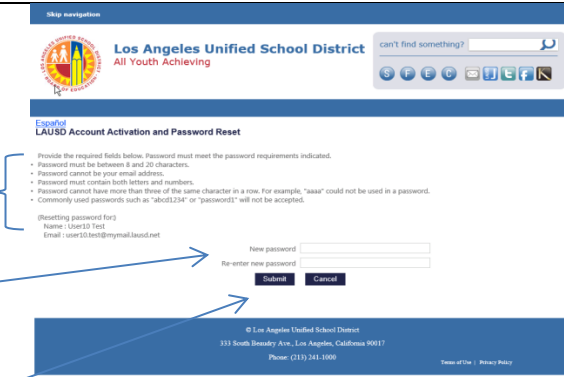
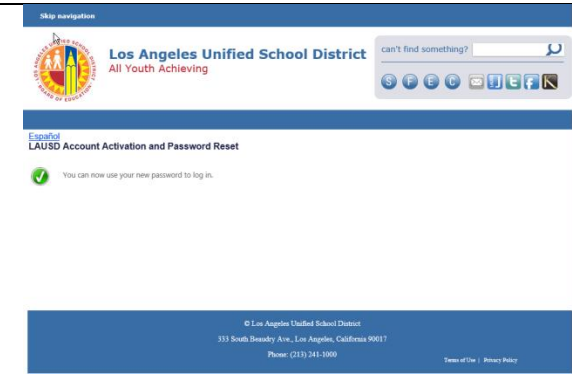
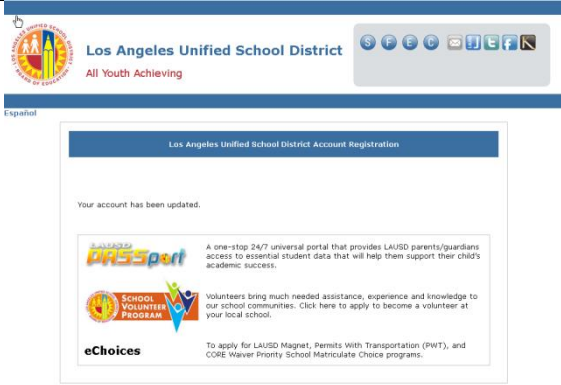


This Quick Guide provides a step-by-step review of the registration process. Also included is a **Troubleshooting page** for use when assisting parents with the registration process.

| 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>https://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> |  | |
| 3 | <p>Check your email and activate your account by clicking on "Activate my LAUSD account."</p> |  | |
| 4 | <p>Click on "Create password or Reset my password."</p> |  | |

| | | | |
|--|--|--|--|
| <p>5</p> <p>Review the District’s Acceptable Use Policy (AUP).</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 “Acceptable Use Policy (LAUP) 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>7</p> <p>You will receive notification that your LAUSD Account is Activated.</p> | |  | |

| | | | |
|----------|--|--|--|
| <p>8</p> | <p>You can now use your password and email to log-in to any of the programs on the screen.</p> |  | |
| <p>9</p> | <p>END</p> | | |

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. 4. If you are still unable to register, please call the LAUSD PASSport Helpline at (323) 224-2402. |
| 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. 2. If you still did not receive the activation email, please call the LAUSD PASSport Helpline at (323) 224-2402. |
| 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. 2. If the link is still not working, please call the LAUSD PASSport Helpline at (323) 224-2402. |
| 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. 3. If you still cannot continue, please call the LAUSD PASSport Helpline at (323) 224-2402 |