

# Updating Your Outlook Global Address Information

## Step 1:

Using the **Internet Explorer** browser go to the URL (Internet) address below.

<https://idmlogin.lausd.net>

**Then click here.**

LAUSD Single Sign-On Self Service Console

Home LAUSD

Hello, I'm Jim.

Need Assistance Changing Your Password?

Welcome to the **LAUSD Single Sign-On Self Service Console.**

I am here to assist you. Please click on any of these links to:

- [Activate your LAUSD account](#)
- [Change your existing password, set or change your password hint question. Review and update information about yourself?](#) (What it shows about you in Outlook)
- [Forgot your password or it has expired? Passwords expire every 180 days](#) (see password tip)\*

*\*Password tip: Don't forget to set your password hint question first. This will be needed when resetting a forgotten password. If you have forgotten your password and have not set your password hint question, employees can call the ITD Help Desk at 213-241-LA00 (5200) for assistance.*

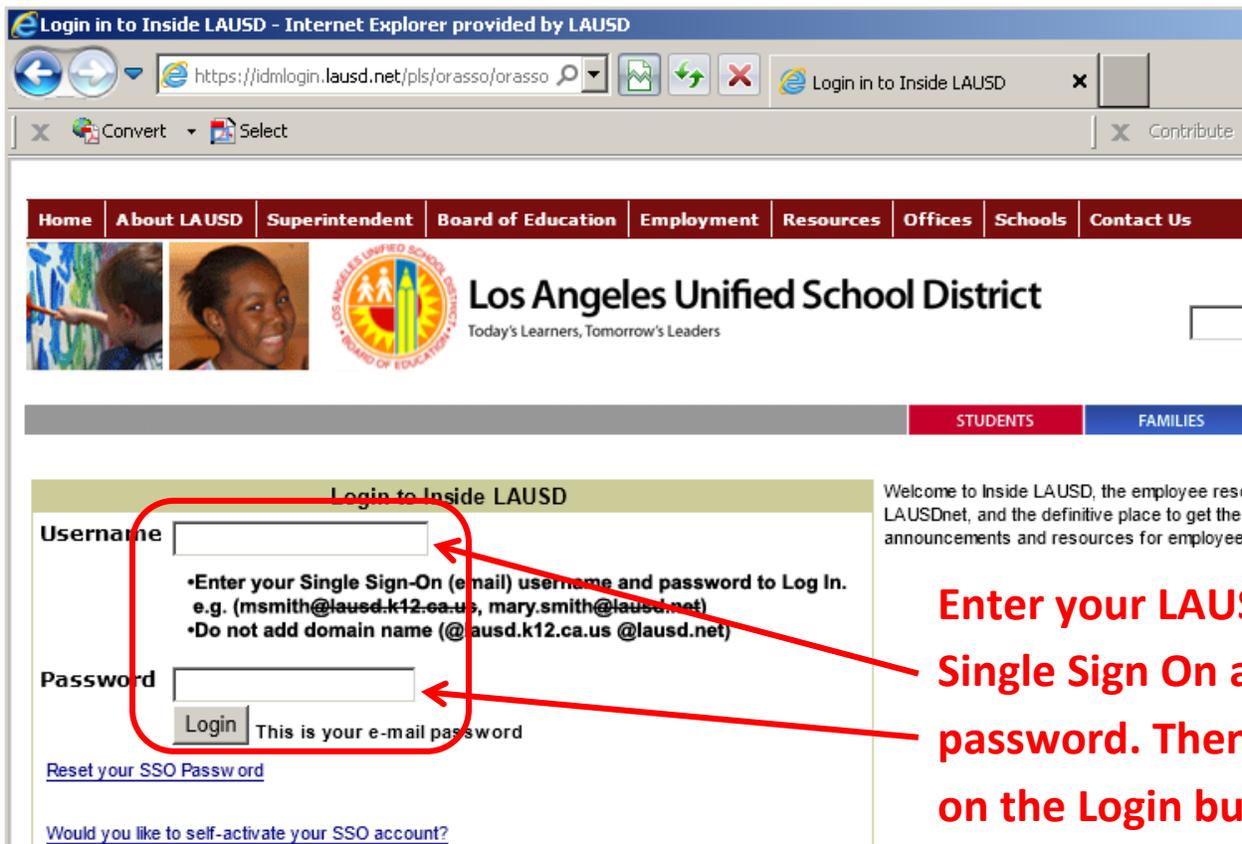
# Updating Your Outlook Global Address Information

## Step 2:

After you have logged in you will be able to change your global address information. Additionally, you may also change your LAUSD SSO/Outlook password on the same page.

Login with your LAUSD Single Sign On username and password.

(ex – john.doe | **Do not use the @lausd.net portion of your email.**)



The screenshot shows the 'Login to Inside LAUSD' page in Internet Explorer. The browser address bar shows 'https://idmlogin.lausd.net/pls/orasso/orasso'. The page header includes navigation links: Home, About LAUSD, Superintendent, Board of Education, Employment, Resources, Offices, Schools, Contact Us. Below the header is the LAUSD logo and the text 'Los Angeles Unified School District Today's Learners, Tomorrow's Leaders'. There are buttons for 'STUDENTS' and 'FAMILIES'. The main content area is titled 'Login to Inside LAUSD' and contains a login form with the following fields and instructions:

- Username**
- Password**
- Login** button

Instructions for the login fields:

- Enter your Single Sign-On (email) username and password to Log In. e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
- Do not add domain name (@lausd.k12.ca.us @lausd.net)

Additional links and text on the page:

- [Reset your SSO Password](#)
- [Would you like to self-activate your SSO account?](#)
- Welcome to Inside LAUSD, the employee resource center for LAUSDnet, and the definitive place to get the announcements and resources for employees.

Red arrows point from the instructions to the Username and Password fields, and from the instructions to the Login button.

**Enter your LAUSD Single Sign On and password. Then click on the Login button.**

# Updating Your Outlook Global Address Information

## Step 3:

Please fill in all the information in the fields provided. It is critical that your department, work phone number and your office/cube number# is kept up-to-date.

**Work Phone** – Your direct LAUSD or department phone number.

**Department** – The name of your department with the letters “HR” and a hyphen preceding it. (ex. HR - Certificated Workforce Management & Qualifications)

**Office** – Your cube or office number. (ex. 15-163-95)

**Address** – The address of your work location.( ex. 333 S. Beaudry Ave., 15th Fl.)

**City** – Los Angeles

**Zip** – 90017

LAUSD Single Sign-On

Logout

My Profile Manage LAUSD

You are logged in as

**ENGBACH, LUIS**

Change password or password hint

**Account Information**

LAUSD Username bat.man  
Email Address bat.man@lausd.net  
User Type EMPLOYEE

**Personal Information**

First Name BAT  
Middle Name  
Last Name MAN  
Employee Number 99999999

**Work Location Information**

Work Phone (213) 241 5300

Department (64 char. max) Certificated Workforce Management &

Notification Preference Send as HTML email

Office Address Office 15-163  
Address 333 S. Beaudry Ave., 15th Fl.

City Los Angeles

Zip Code 90017

Submit Cancel

**Don't forget to click on the Submit button after you have updated your information.**