

STUDENT SSO

SET UP/RESET

tinyurl.com/SSOReset

Teacher Steps

Get Data

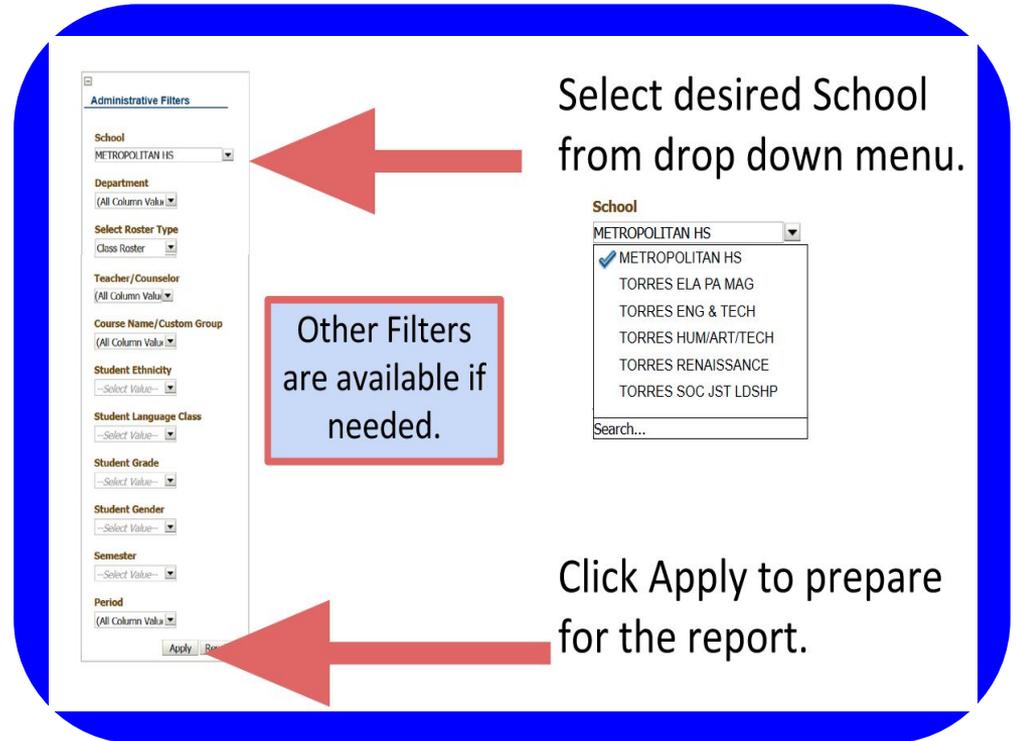
MyMail PIN

- Go to:
GetData.lausd.net
- Select:
Current Year Data
- Select:
Email/Account Roster

The screenshot shows the GetData.lausd.net interface. At the top, there is a dropdown menu with three options: "My Students, Current Year Data", "My Students, Prior Year Data", and "My Former Students, End-of-Year". A red arrow points to the first option with the text "Expand this Drop Down Menu". Below this, the expanded view of the "My Students, Current Year Data" menu is shown, containing a list of sub-items: "Class Roster", "Core Subjects, Secondary", "EL Monitoring", "Alert Reports", "Discipline Referrals", "Email / Account Roster", and "Fitness gram Results, Grade 10-12". A red arrow points to the "Email / Account Roster" item with the text "Click on Email/Account Roster".

MyMail PIN

- Select Desired School
- Select Other Desired Filters



The screenshot shows the 'Administrative Filters' window. The 'School' dropdown menu is open, showing a list of schools with 'METROPOLITAN HS' selected. A red arrow points from the text 'Select desired School from drop down menu.' to the 'School' dropdown. Another red arrow points from the text 'Click Apply to prepare for the report.' to the 'Apply' button at the bottom of the window. A blue box with a red border contains the text 'Other Filters are available if needed.' and is positioned over the other filter options.

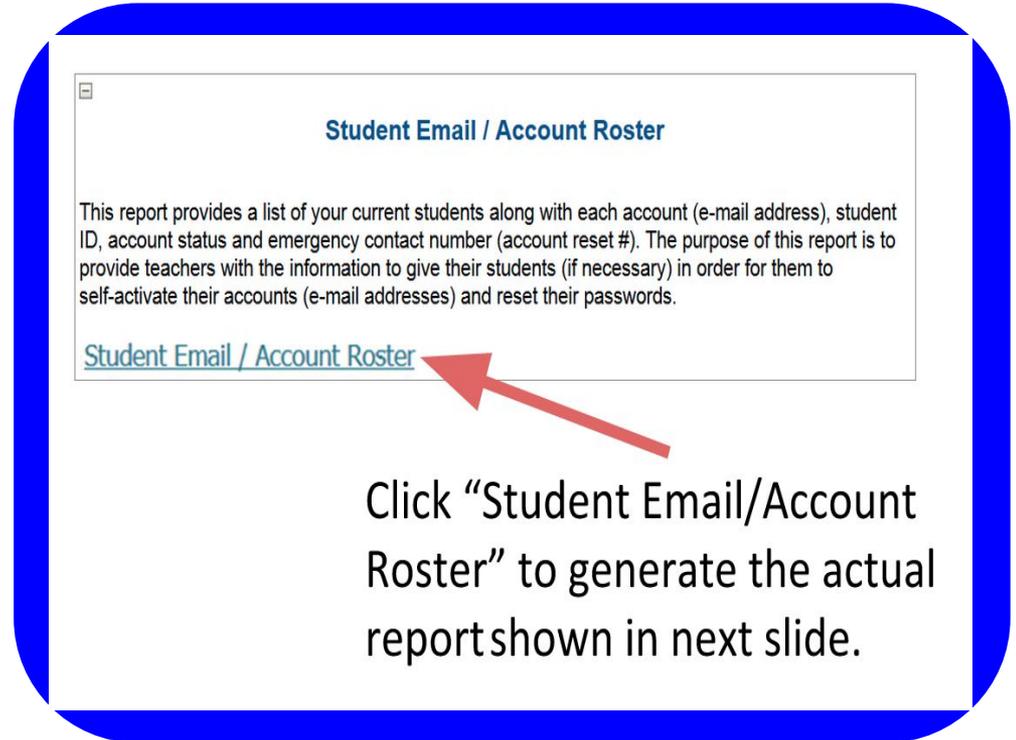
Select desired School from drop down menu.

Other Filters are available if needed.

Click Apply to prepare for the report.

MyMail PIN

- Select: **Student Email/Account Roster**



Student Email / Account Roster

This report provides a list of your current students along with each account (e-mail address), student ID, account status and emergency contact number (account reset #). The purpose of this report is to provide teachers with the information to give their students (if necessary) in order for them to self-activate their accounts (e-mail addresses) and reset their passwords.

[Student Email / Account Roster](#)

Click "Student Email/Account Roster" to generate the actual report shown in next slide.

MyMail PIN Sample

Here is a sample generated list with data obscured.

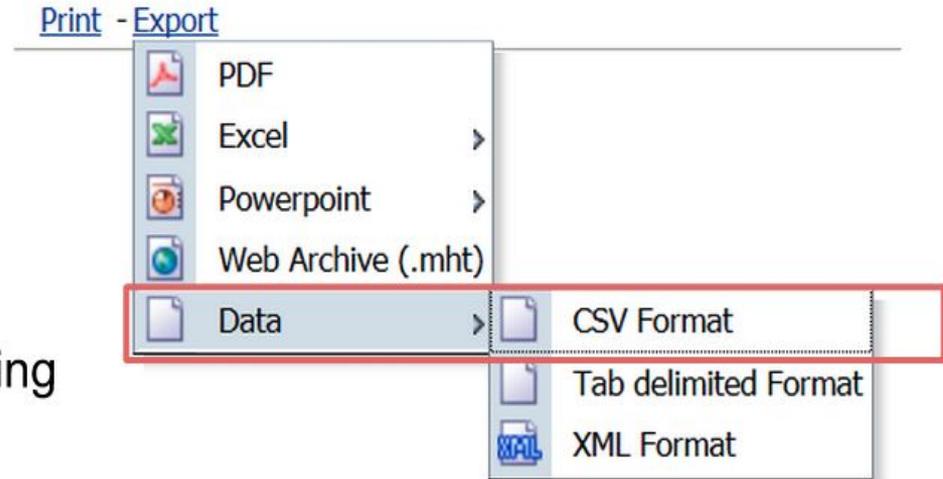
| Cost Center Code | Student Name (Last, First) | Student District ID | Account (Email) | Account Status | ECN # | Student PIN |
|------------------|----------------------------|---------------------|----------------------------|----------------|-----------|-------------|
| 1860601 | ALVARADO, ANTONIO | 000000000 | xxxxxx001@mymail.lausd.net | DISABLED | 000000000 | 2624 |
| 1860601 | ALVARADO, BLANQUE | 000000000 | xxxxxx002@mymail.lausd.net | ENABLED | 000000000 | 5087 |
| 1860601 | ALVARADO, LORETHA | 000000000 | xxxxxx003@mymail.lausd.net | DISABLED | 000000000 | 6117 |
| 1860601 | ALVAREZ, DEBORAH W. | 000000000 | xxxxxx004@mymail.lausd.net | DISABLED | 000000000 | 2277 |
| 1860601 | ALVAREZ, JANE | 000000000 | xxxxxx005@mymail.lausd.net | DISABLED | 000000000 | 5405 |
| 1860601 | ALVAREZ, ANNE | 000000000 | xxxxxx006@mymail.lausd.net | DISABLED | 000000000 | 4849 |
| 1860601 | ALVAREZ, ANDREW E. | 000000000 | xxxxxx007@mymail.lausd.net | DISABLED | 000000000 | 4921 |
| 1860601 | ALVAREZ, SPENCER C. | 000000000 | xxxxxx008@mymail.lausd.net | DISABLED | 000000000 | 1239 |
| 1860601 | ALVAREZ, STEVE L. | 000000000 | xxxxxx009@mymail.lausd.net | DISABLED | 000000000 | 3123 |
| 1860601 | ALVAREZ, HERBERTO | 000000000 | xxxxxx010@mymail.lausd.net | DISABLED | | 2599 |
| 1860601 | ALVAREZ, ANTONIO | 111000000 | xxxxxx011@mymail.lausd.net | ENABLED | 000000000 | 3795 |
| 1860601 | ALVAREZ, VERONICA | 000000000 | xxxxxx012@mymail.lausd.net | DISABLED | 000000000 | 9474 |
| 1860601 | ALVARADO, CLARETHA A. | 000000000 | xxxxxx013@mymail.lausd.net | DISABLED | 000000000 | 2136 |
| 1860601 | ALVARADO, ALTA A. | 000000000 | xxxxxx014@mymail.lausd.net | DISABLED | 000000000 | 8937 |
| 1860601 | AMARAL, JAMES W. | 000000000 | xxxxxx015@mymail.lausd.net | DISABLED | 000000000 | 7067 |
| 1860601 | AMARAL, MARCELO J. BRUNO | 000000000 | xxxxxx016@mymail.lausd.net | DISABLED | 000000000 | 5483 |
| 1860601 | ANDERSON, DEBORAH A. | 000000000 | xxxxxx017@mymail.lausd.net | ENABLED | 000000000 | 3902 |
| 1860601 | ANDERSON, MARY A. | 000000000 | xxxxxx018@mymail.lausd.net | ENABLED | 000000000 | 4000 |

Scroll to bottom of the report screen to see Print and Export Options.

MyMail PIN Data

Various Export Options

Data can be exported and manipulated in Excel or Numbers, Word, etc. Be aware you are working with confidential information here.



Student Steps

Password Setup

Password Setup

- Open Browser
- Go to:
MyLogin.lausd.net
- Select: **Student**

[Español](#)

Welcome to LAUSD
Select Your Role

- [Student](#) 
- [Parent/Volunteer](#)
- [Employee](#)
- [Contractor, Community Members, Charter School Employees](#)
- [Account Administrator Login](#)

Password Setup

- Select: **Activate your Account or Reset your password**

LAUSD Account Activation and Password Reset

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

- [Activate your Account or Reset your password](#)



Password Setup

- Read the RUP
- Select: **Agree**
- Select: **Accept**

The screenshot shows the LAUSD Acceptable Use Policy page. At the top right, there is a "Home" link and a red "1" next to the text "Read this". The page content is organized into sections: TITLE, NUMBER, ISSUER, DATE, POLICY, MAJOR CHANGES, and BACKGROUND. A green box on the right side, labeled "ROUTING", lists the following roles: Administrators, Instructional Technology, Applications Facilitators, Principals, Teachers, Parent Community, and Representatives. At the bottom, there is a checkbox for "I agree to the term and conditions of the LAUSD Acceptable Use Policy." and two buttons: "Accept" and "Decline". Red arrows with numbers 2 and 3 point to the checkbox and the "Accept" button, respectively.

LAUSD Acceptable Use Policy [Home](#) **1 Read this**

TITLE: Acceptable Use Policy (AUP) For District Computer and Network Systems

NUMBER: BUL - 999.8

ISSUER: Ronald S. Chandler, Chief Information Officer

DATE: June 18, 2013

POLICY: Teachers, administrators, and other school personnel should ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and that such use be in support of the District's business and education objectives.

MAJOR CHANGES: This revision replaces BUL-999.7 dated August 14, 2012, adding language to specify the District's obligation to monitor online activity, manage and store data as necessary for legal discovery, and fortify the network against cyber security threats.

BACKGROUND: On January 8, 2002, the LAUSD Board of Education established Board Rule 1254

ROUTING
Administrators
Instructional Technology
Applications Facilitators
Principals
Teachers
Parent Community
Representatives

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

Accept **Decline**

Password Setup

- Input: **“District ID”**
- Input: **“Date of Birth**
- Input: **“PIN”**
- Select: **Next**

LAUSD SSO Account Administrator Login.

District Id **1** →

Birth Date **2** → (ex: mm/dd/yyyy)

Student PIN **3** →

4 →

The image shows a login form for LAUSD SSO Account Administrators. It includes three input fields: District Id, Birth Date, and Student PIN. A date format example (ex: mm/dd/yyyy) is provided for the Birth Date field. Below the input fields are 'Next' and 'Cancel' buttons. Red annotations include numbers 1, 2, 3, and 4 with arrows pointing to the respective input fields and the 'Next' button.

Password Setup

- Input a secure password
- Re-enter secure password
- Select: **Submit**

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 : ██████████

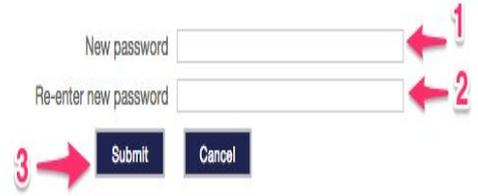
Email : ██████████

New password

Re-enter new password

Submit

Cancel

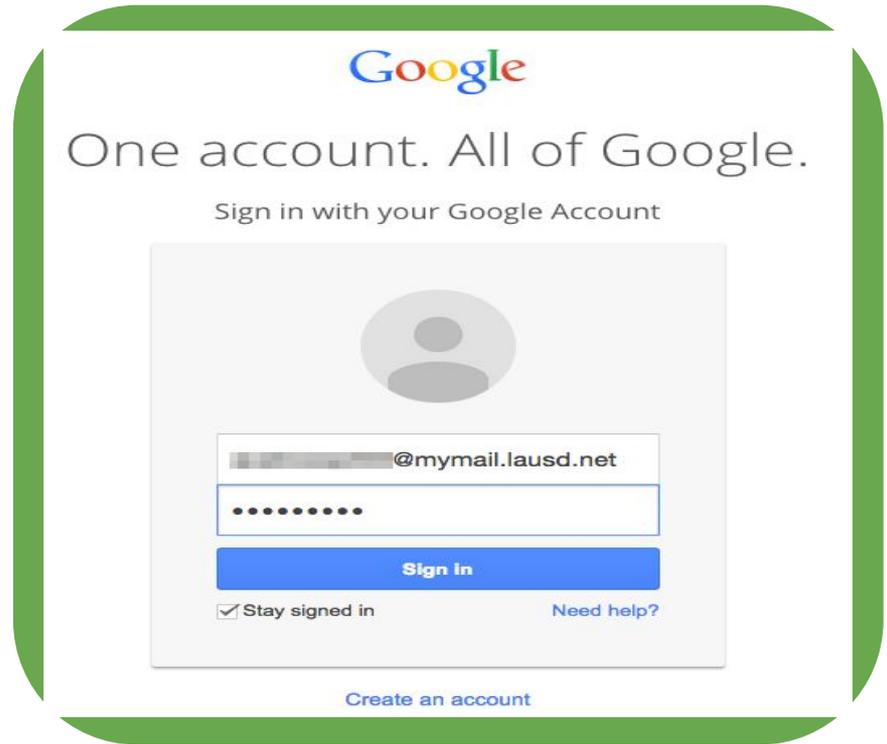


Student Steps

Verification & Mail App Setup

Verify MyMail

- Open Browser
- Go to:
accounts.google.com
- Input: **full email and password**



Verify MyMail

- Input the Captcha
- Select: **I accept. Continue to my account.**

Welcome to your new account

Welcome to your new account: [redacted]@mymail.lausd.net. Your account is compatible with many [Google services](#), but your mymail.lausd.net administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your [\[redacted\]@mymail.lausd.net](#) account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the Google Apps [core suite](#) of messaging and collaboration applications, your use of those services is governed by your organization's Google Apps agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your [\[redacted\]@mymail.lausd.net](#) account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).



Type the text:

C 🔊 ?

I accept. Continue to my account.

Cancel

Verify MyMail

- If you see your contact page, you're done!

