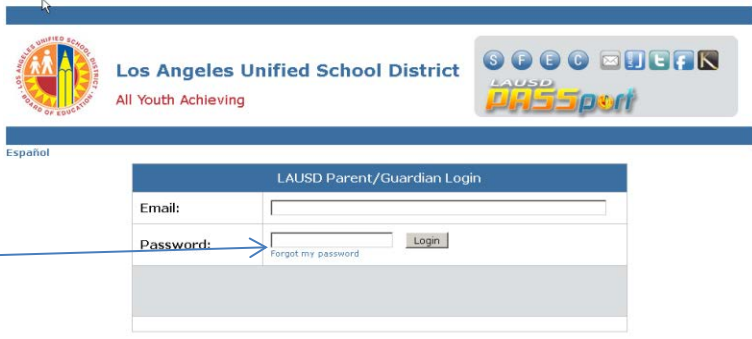

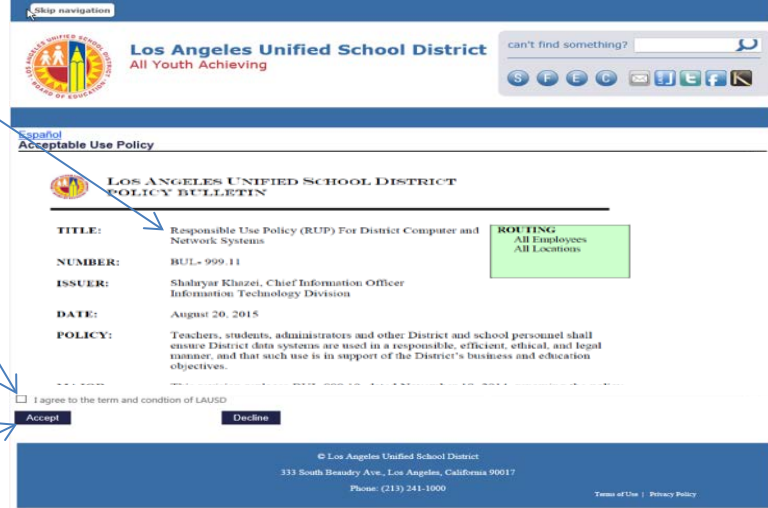
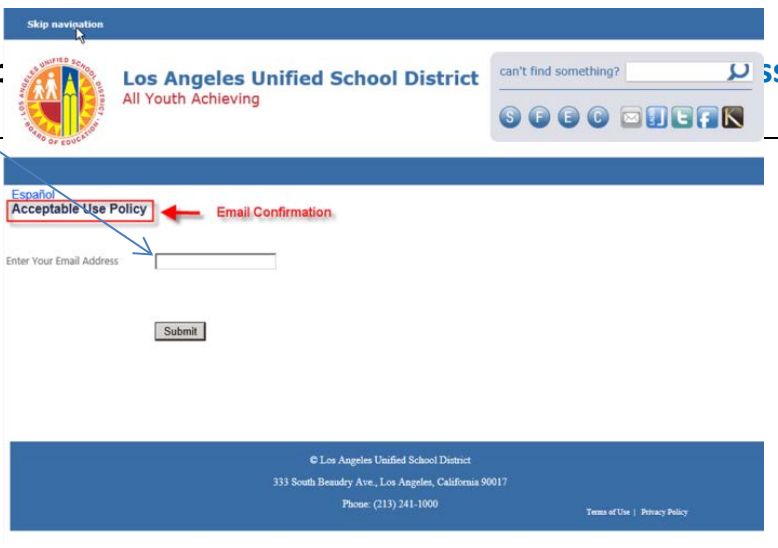
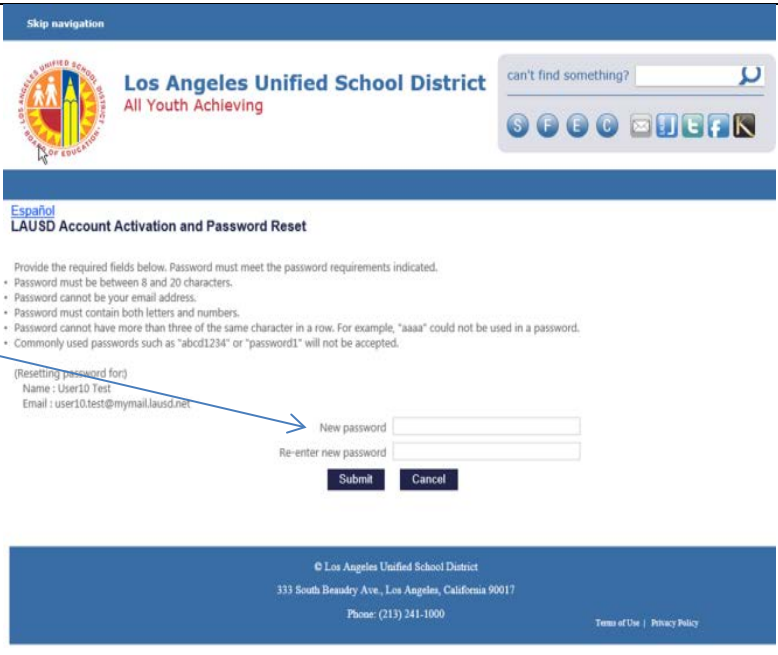



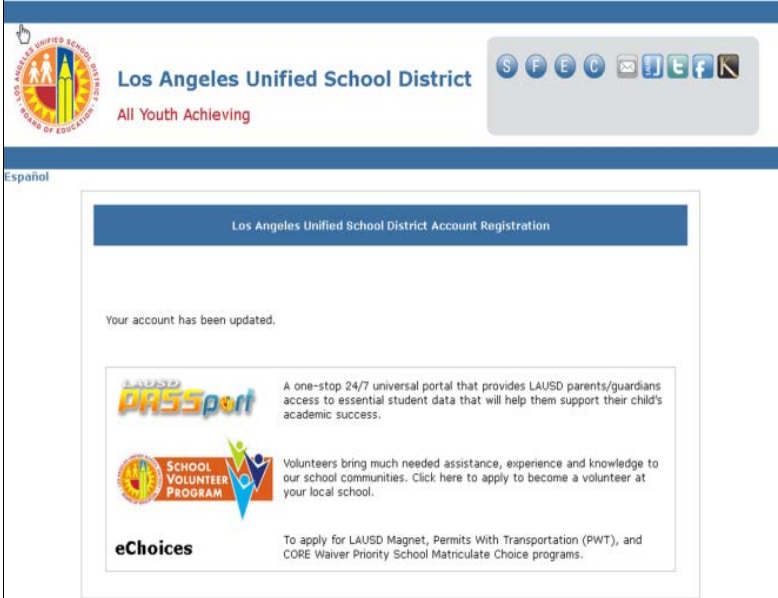
LAUSD PASSport Quick Guide – Resetting a LAUSD Account Password

This Quick Guide provides a step-by-step review of resetting a LAUSD Account password.

Step #	Step	Screen shot	Comments
1	LAUSD Account Log-in Page. Reset a password. Click on “Forgot my password.”		http://passportapp.lausd.net/parentaccess/ Link to Log in/Registration will also be on LAUSD Families website. LAUSD does not provide parents with email accounts.
2	Click on “Create password or Reset my password.”		
3	Review the District’s Responsible Use Policy (RUP). Next click on box next to “I agree with the terms and conditions of LAUSD” Indicate whether you accept the conditions by clicking on “Accept” or “Decline”		Make sure you review the “Responsible Use Policy (RUP) for District Computer and Network Systems” If you select “Decline” you will not be allowed to create a LAUSD account.
4	Enter your email address and click “submit.”		

5	<p>A activation email has been sent to your email account.</p> <p>Click on link to create new password.</p>		
6	<p>Check your email and activate your account by clicking on "Reset my LAUSD account password."</p>	<p>From: noreply@lausd.net</p> <p>Dear {USER NAME},</p> <p>You have requested to have your LAUSD account password reset. Please click on the link below to reset your password.</p> <p>Reset my LAUSD account password</p> <p>Thank you,</p> <p>Los Angeles Unified School District</p> <hr/> <p>De: noreply@lausd.net</p> <p>Estimado {USER NAME},</p> <p>Usted ha solicitado que la contraseña para su cuenta de LAUSD sea reconfigurada. Por favor haga clic en el enlace incluido seguidamente para reconfigurar su contraseña.</p> <p>Reconfigurar la contraseña de mi cuenta de LAUSD</p> <p>Gracias,</p> <p>Distrito Escolar Unificado de Los Angeles</p>	
7	<p>Read the instructions for creating an acceptable password.</p> <p>Enter and re-enter new password.</p>		<p>Before submitting your new password, make sure your username and email address are correct.</p>
8	<p>You will receive notification that your LAUSD Account password</p>		

LAUSD PASSport Quick Guide – Resetting a LAUSD Account Password

	has been reset.		
9	You can now use your password and email to log-in to any of the programs on the screen		
10	END		

LAUSD PASSport Quick Guide – [Resetting a LAUSD Account Password](#)