

STUDENT SSO

SETUP/RESET

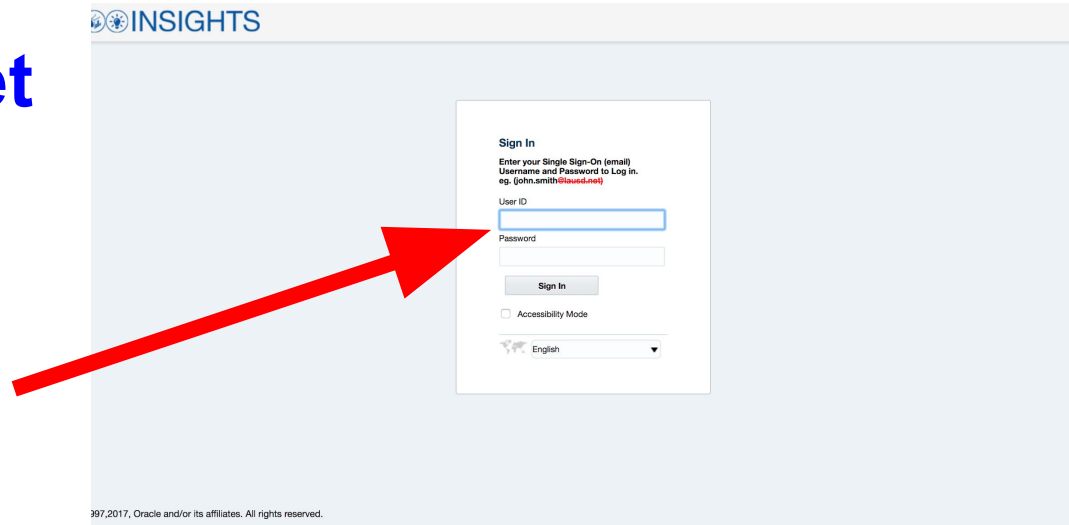
tinyurl.com/SSOReset

Teacher Steps

Get Data

Retrieve Student PIN

- Go to:
GetData.lausd.net
and login with
your SSO



The screenshot shows the 'INSIGHTS' login interface. A red arrow points to the 'User ID' input field. The login form includes fields for 'User ID' and 'Password', a 'Sign In' button, an 'Accessibility Mode' checkbox, and a language dropdown menu set to 'English'.

INSIGHTS

Sign In
Enter your Single Sign-On (email)
Username and Password to Log in.
eg. john.smith@lausd.net

User ID

Password

Sign In

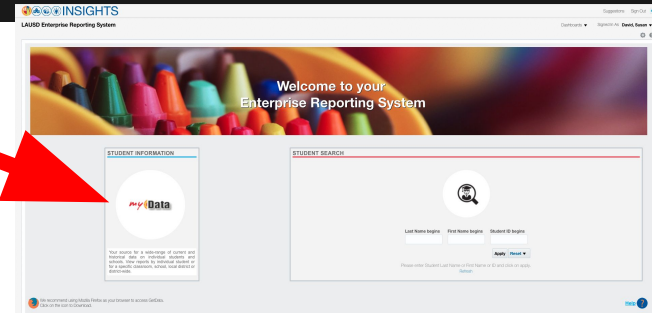
☐ Accessibility Mode

English

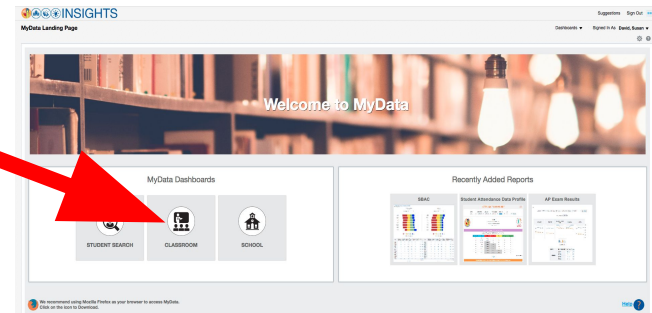
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Retrieve Student PIN

- Select:
MyData

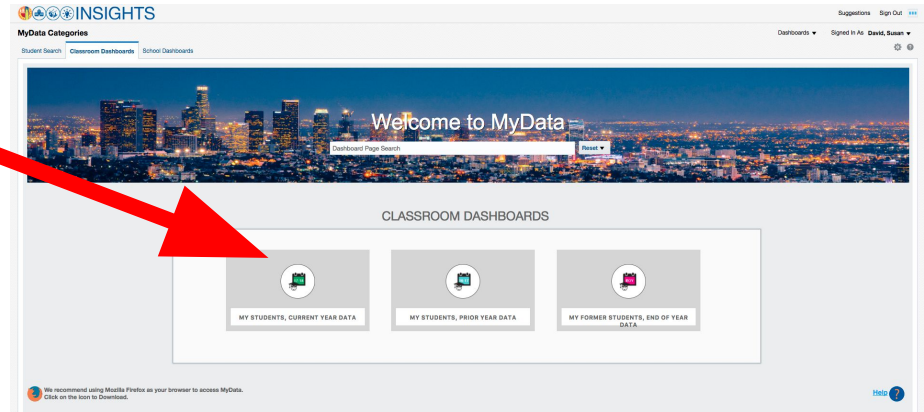


- Select:
Classroom



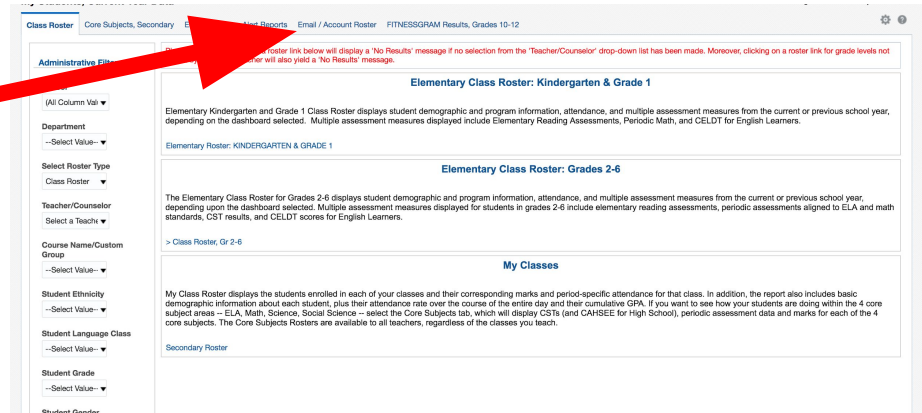
Retrieve Student PIN

- Select:
**My Students,
Current Year Data**



Retrieve Student PIN

- Select:
**Email/Account
Roster**



The screenshot shows a web application interface for managing rosters. A red arrow points to the 'Email / Account Roster' tab in the top navigation bar. The left sidebar contains a list of filters: Administrative Filter (All Column Val), Department (Select Value), Select Roster Type (Class Roster), Teacher/Counselor (Select a Teacher), Course Name/Custom Group (Select Value), Student Ethnicity (Select Value), Student Language Class (Select Value), Student Grade (Select Value), and Student Roster. The main content area displays the 'Email / Account Roster' page, which includes a warning message about the 'Teacher/Counselor' drop-down list. Below the warning, there are sections for 'Elementary Class Roster: Kindergarten & Grade 1', 'Elementary Class Roster: Grades 2-6', and 'My Classes'. The 'My Classes' section includes a description of the Class Roster and a link to the 'Secondary Roster'.

Retrieve Student PIN

- Select the appropriate filters.
- Select:
**Student
Email/Account
Roster**

The screenshot displays the INSIGHTS web application interface. At the top, the header includes the INSIGHTS logo, navigation links like 'Suggestions' and 'Sign Out', and user information 'Signed In As David, Susan'. Below the header, a breadcrumb trail shows 'My Students, Current Year Data' with sub-links for 'Class Roster', 'Core Subjects, Secondary', 'EL Monitoring', 'Alert Reports', 'Email / Account Roster', and 'FITNESSGRAM Results, Grades 10-12'. The 'Email / Account Roster' link is highlighted. On the left, an 'Administrative Filters' sidebar lists various selection criteria: School, Department, Select Roster Type (set to 'Class Roster'), Teacher/Counselor, Course Name/Custom Group, Student Ethnicity, Student Language Class, Student Grade, and Student Gender. The main content area is titled 'Student Email / Account Roster' and contains a descriptive paragraph about the report's purpose. A red arrow points from the top right towards the 'Student Email / Account Roster' link in the main content area.

Retrieve Student PIN

Here is a sample generated list with data obscured.

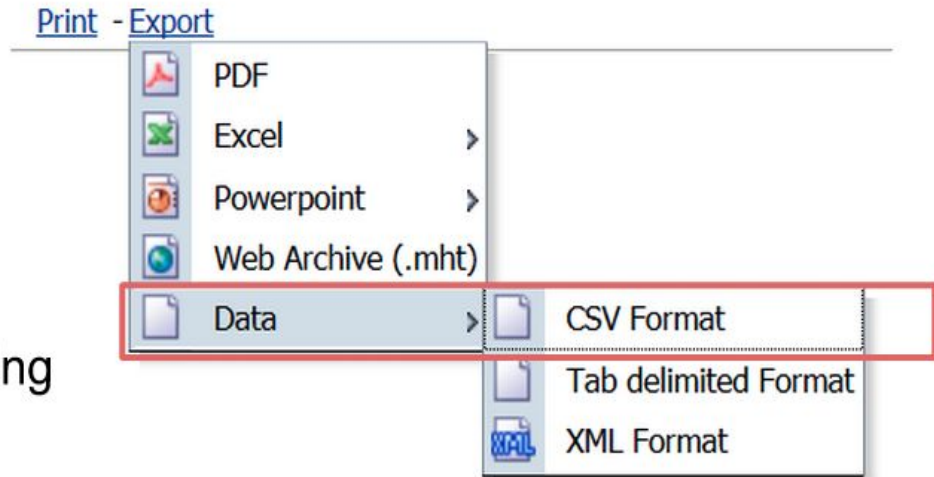
Cost Center Code	Student Name (Last, First)	Student District ID	Account (Email)	Account Status	ECN #	Student PIN
1860601	ACOSTA, ANTONIO	0010000000	acostaantonio@gmail.com	DISABLED	0010000000	2624
1860601	ACOSTA, ELIZABETH	0010000000	acostaelizabeth@gmail.com	ENABLED	0010000000	5087
1860601	ACOSTA, LORAIN	0010000000	acosta001@gmail.com	DISABLED	0010000000	6117
1860601	ACOSTA, DEBBIE M.	0010000000	debbiet001@gmail.com	DISABLED	0010000000	2277
1860601	AGUIAR, TAMI	0010000000	aguiartami@gmail.com	DISABLED	0010000000	5405
1860601	AGUIAR, AMEL	0010000000	aguiar001@gmail.com	DISABLED	0010000000	4849
1860601	AGUIAR, ANDRE E.	0010000000	aguiarandree@gmail.com	DISABLED	0010000000	4921
1860601	AGUIAR, SANDY C.	0010000000	aguiarsandy@gmail.com	DISABLED	0010000000	1239
1860601	AGUIAR, RYAN L.	0010000000	aguiarryanl@gmail.com	DISABLED	0010000000	3123
1860601	ALFARO, HERIBERTO	0010000000	alfaroheriberto@gmail.com	DISABLED		2509
1860601	ALFARO, ANITA E.	0010000000	alfaranita@gmail.com	ENABLED	0010000000	3705
1860601	ALFARO, VERONICA	0010000000	alfaroveronica@gmail.com	DISABLED	0010000000	9474
1860601	ALFARON, ELIZABETH A.	0010000000	alfaronelizabeth@gmail.com	DISABLED	0010000000	2136
1860601	ALFARON, ALTHA A.	0010000000	alfaronaltha@gmail.com	DISABLED	0010000000	8007
1860601	AMARAL, JAMES M.	0010000000	amaraljames@gmail.com	DISABLED	0010000000	7067
1860601	AMARAL, JENNIFER L.	0010000000	amaraljennifer@gmail.com	DISABLED	0010000000	1483
1860601	AMARAL, JENNIFER L.	0010000000	amaraljennifer@gmail.com	ENABLED	0010000000	5002

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

Retrieve Student PIN

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. A red border highlights the entire page. Three red arrows with numbers 1, 2, and 3 point to specific elements: Arrow 1 points to the 'Read this' link at the top right. Arrow 2 points to the 'Agree' checkbox at the bottom left. Arrow 3 points to the 'Accept' button at the bottom left.

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

TITLE:	Acceptable Use Policy (AUP) For District Computer and Network Systems	ROUTING Administrators Instructional Technology Applications Facilitators Principals Teachers Parent Community Representatives
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	

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

2 **3**

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 →

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 "abod1234" or "password1" will not be accepted.

Resetting password for:

Name : [redacted]

Email : [redacted]

New password

1

Re-enter new password

2

3



Submit

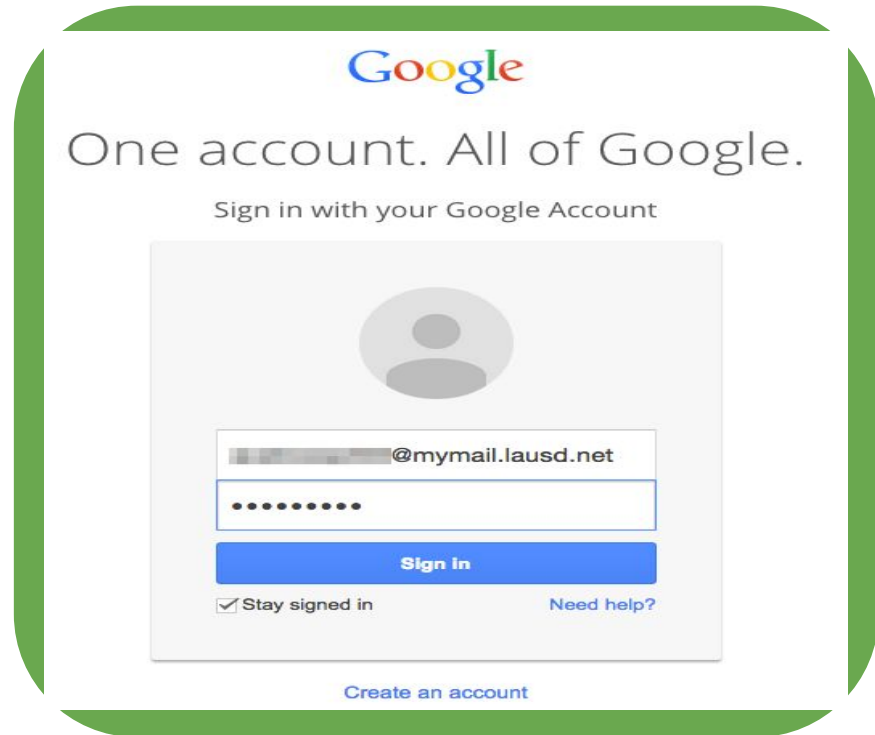
Cancel

Student Steps

Verification & Mail App Setup

Verify MyMail

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



Verify MyMail

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

