LAUSD PASSport Quick Guide - Resetting an LAUSD Account Password

This Quick Guide provides instructions for resetting an LAUSD Account password.

http://passportapp.lausd.net/parentaccess/

Step 1 – Select the **Forgot My Password** link on the login screen.



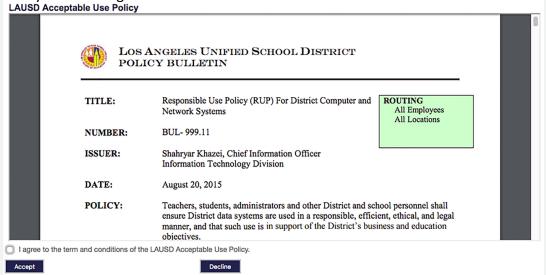
Step 2 – Choose the **Create Password or Reset My Password** link.

<u>Español</u> <u>Home</u>

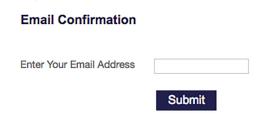
LAUSD Account Activation and Password Reset
Click on the link below to activate your account or reset your password

Create password or Reset my password

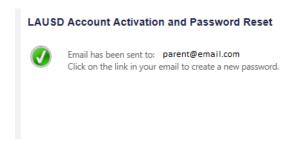
Step 3 – Review the District's Responsible Use Policy (RUP). Check the box next to "I agree with the terms and conditions of LAUSD." Indicate whether you accept the conditions by clicking on the **Accept** button or the **Decline** button. You will not be able to create a PASSport account if you do not agree to the RUP terms and conditions.



Step 4 – Enter your email address and click the **Submit** button.



Step 5 -An activation email will be sent to your email account.



<u>Step 6</u> – Check your email and activate your account by selecting the **Reset my LAUSD Account Password** link.

Dear (User Name),
You have requested to have you LAUSD account password reset. Please click on the link below to reset your password.
Reset my LAUSD account password
Thank you,
Los Angeles Unified School District
Estimado (Nombre de usuario),
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.
Reconfigurar la contraseña de mi cuenta de LAUSD
Gracias,
Distrito Escolar Unificado de Los Ángeles

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Step 7 – Read the instructions for creating an acceptable password. Enter the password twice and then choose the **Submit** button.

AUSD 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 : First Last Email : parent@email.com
Enter a new password:
Re-enter the password:
Submit Cancel

Step 8 – You will receive notification that your LAUSD Account password has been reset.

LAUSD Account Activation and Password Reset



You can now user your new password to log in. Please allow up to 15 minutes for your new password to be active.

Step 9 – You can now use your password and email to login to any of the programs on the screen.

