

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.

LAUSD Parent/Guardian Login	
Email:	<input type="text"/>
Password:	<input type="password"/> Forgot my password Register for an account <input type="button" value="Login"/>

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

[Español](#)


[Home](#)

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.

LAUSD Acceptable Use Policy	
 LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN	
TITLE:	Responsible Use Policy (RUP) For District Computer and Network Systems
NUMBER:	BUL- 999.11
ISSUER:	Shahryar Khazei, Chief Information Officer Information Technology Division
DATE:	August 20, 2015
POLICY:	Teachers, students, administrators and other District and school personnel shall ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and that such use is in support of the District’s business and education objectives.
<input type="checkbox"/> I agree to the term and conditions of the LAUSD Acceptable Use Policy.	
<input type="button" value="Accept"/>	<input type="button" value="Decline"/>

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

Email Confirmation

Enter Your Email Address

Submit

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

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Email has been sent to: parent@email.com
Click on the link in your email to create a new password.

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

Dear (User Name),

You have requested to have your 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.

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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 use 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.

Los Angeles Unified School District Account Registration


Your account has been updated.



A one-stop 24/7 universal portal that provides LAUSD parents/guardians access to essential student data that will help them support their child's academic success.



Volunteers bring much needed assistance, experience and knowledge to our school communities. Click here to apply to become a volunteer at your local school.



To apply for LAUSD Magnet, Permits With Transportation (PWT), and CORE Waiver Priority School Matriculate Choice programs.