## How can I access my student's Email/Account Roster?

Step #	Step	lcon/Link	Comments
1.	From your internet browser, go to <u>http://mydata.lausd.net</u>	MyData / Tutorials × + mydata.lausd.net/	This will take you to the MyData home page.
2.	Click the MyData icon to get to the login page.	CLICK TO LOGIN	
3.	Log in using your Single Sign-on (SSO) username and password. Then click the Sign In button.	Sign In Please enter your LAUSD Single Sign On User ID and Password below, and then press the Sign In button. User ID Paseword Sign In Accessibility Mode View English	
4.	From the menu bar on top, click <b>Classroom</b> and select <b>My Students, Current Year</b> <b>Data</b> Click on <b>Email / Account</b> <b>Roster</b>	<ul> <li>► My Students, Current Year Data</li> <li>Class Roster</li> <li>Core Subjects, Secondary</li> <li>EL Monitoring</li> <li>Alert Reports</li> <li>Discipline Referrals</li> <li>Email / Account Roster</li> <li>Fitness gram moults, Grade 10-12</li> </ul>	
5.	At the <b>Email / Account</b> <b>Roster</b> page, click on the <b>Student Email / Account</b> <b>Roster</b> link for the email account roster	Hy Students, Current Year Data         Class Roster       Core Subjects, Secondary         EL Monitoring       Alert Reports       Displine Referrals       Email / Account Roster       FIT         Administrative Filters	



Step	Step	Icon/Lir	٦k		С	omme	nts
# 6.	<ul> <li>Depending on your access level your school and name (if teacher access) will show up by default.</li> <li>If you have multiple schools select your school, under the School filter.</li> <li>Under Teacher/Counselor filter, select All Column Values to view all teachers, or select a teacher name.</li> <li>Make sure to click on Apply after all filters have been selected.</li> </ul>	Administrative Filters   Administrative Filters   School   Department   (All Column Value •   Select Roster Type   Class Roster •   Teacher/Counselor   Teacher/Counselor   Teacher/Counselor   Course Name/Custom Group   (All Column Value •   Student Ethnicity  Select Value -   Student Language Class  Select Value -   Student Grade  Select Value -  Select Value -   Semester  Select Value -  Select Value -	This report pro	wides a list of your currer give their students (if nec vccount Roster	nt students a cessary) in o		
		Apply Reset ~					
7.	The Student Email/ Account Roster displays:	Cost Center Code Student Name (Last, First)	Student District ID	Account (Email) hymail.lausd.net ymail.lausd.net	Account Status DISABLED DISABLED	ECN #	Student PIN 5111 9067
	Cost Center Code	URR2201 CARRONO, OSCAR. URR2201 CARRONA, EDGAR S.		@mymail.lausd.net @mymail.lausd.net	DISABLED		3014 6601
	Student Name	URBUZZEU CUELLAR, ANA URBUZZEU DONARTO, VIRUHURA	021200970012 ext 0912200970017 yel	mymail.lausd.net	DISABLED DISABLED		6751 3207
	Student District ID	1683201 ESTERZA, SHRLA 3. 1683201 PLENTES, ISABEL	0111087048 #	mymail.lausd.net	DISABLED DISABLED		5114 9010
	Account (Email)	UBR2201 PLENTES-GOMEZ, KATERON K. UBR2201 GALENO, ROSEMBRY	DELIGIBIDEE 44	@mymail.lausd.net	DISABLED DISABLED		6673 9915
	Account Status	3862323 GAMMETER, CALVERA A, 3862323 GONDALEZ, PETER		@mymail.lausd.net	DISABLED		2676 7939
	• ECN #	38822211 GRANADOS, 305E A.		@mymail.lausd.net	DISABLED	3336.04	2842
	• ECIN #	SECOND MINISTER, MANNES		1@mymail.lausd.net	DISABLED	12 million	2964
	• Student PIN	SERVICE MERTINEZ, ANGEL E. SERVICE METER REMES, SHALLER	C+C2008+002.2 (#*	@mymail.lausd.net @mymail.lausd.net	DISABLED DISABLED	2.28.356	2849 2093
		UBRODEL MONDO, SAMURITAN, M. UBRODEL MONDOLO M.	0720304040	mymail.lausd.net	DISABLED		5159 8284
		INTERES INTERNESS, BEDWINN	CHEDOREDHD BH	mymail.lausd.net	DISABLED		6520
		DBELDEG PEREZ, VALER/Y M. DBELDEG VALER/DELE, CAVED A.	LINERAL PARTY OF	@mymail.lausd.net @mymail.lausd.net	DISABLED DISABLED	043240	3305 9700
		INVOID VELADQUEZ, STEPHINE	0203008003194 (84	@mymail.lausd.net	DISABLED		9787
		anazari makagan, munagan m anazari Manaza, namunaka k	COLORDIFICHE IN		DISABLED		9641
			· 슈 슈	🕽 🚯 Rows 1 - 25			
			Total Numb	er of Records is: 27			
			Pr	int -Export			
8.	Notice at the bottom of the		25				
	report you have the option	금 납 🎝 🔅 Kows 1 -	25				
	to Drint or Export the roctor	Total Number of Records	is: 27				
	to Print of Export the roster.						
	(Be aware you are working with confidential information)	Print - Export	5				

