Los Angeles Unified School District
Locating Student MyMail PIN Numbers

Principal/Counselor/Office Staff

1. Go to **Focus Dashboard Reporting** at [https://focus.lausd.net](https://focus.lausd.net)
2. Select **Summary** from the **Analytic Areas**
3. Select **Monitoring Reports**

4. Select **Student Email Roster**
   a. A student roster will populate for your school site
   b. The roster includes student email address and PIN number
   c. The roster also includes teacher’s name
5. The report can be downloaded as a Microsoft Excel spreadsheet by clicking on the **down arrow** and selecting **Excel 2007+**
   a. If the report is downloaded, it must be kept in a secure location
   b. The report should **not** be emailed to anyone
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Teachers – Option 1 (Single Student)

1. Log in to Schoology at https://lms.lausd.net
2. Go to the course where the student is enrolled in
3. Click on the MyMail PIN app from the left-hand-side menu
4. If this is your first time accessing the app, click Approve on the authorization message
   a. This is a one-time approval

5. A roster of students enrolled in the class will appear
   a. Only the official teacher of record can access this report
   b. Co-Admins do not have access to this report

6. Hover over the hash marks (####) to reveal the student MyMail PIN number
   a. This report cannot be printed
Teacher – Option 2 (Single Student)

1. Go to MiSiS at [https://misis.lausd.net/start](https://misis.lausd.net/start)
2. Select a student from the Attendance screen
3. Click on the Account Information link in the Student Profile page
   a. The link will display the student email address and PIN number
Teacher – Option 3 (Whole Class)

1. Go to GetData at [https://getdata.lausd.net](https://getdata.lausd.net)
2. Select Classroom from the GetData Dashboard menu

3. Select My Students, Current Year Data from the Classroom Dashboards menu
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4. Select the tab, Email/Account Roster
5. Select the appropriate fields from the left Administrative Filters, if not pre-populated
6. Click on the Student Email/Account link or Student Email/Account by Class Period link

7. A student roster will display
   a. The roster includes the student’s email and PIN number.
8. Click on **Export** at the bottom of the roster to download the report to Microsoft Excel and select **Excel 2007+**
   a. If the report is downloaded, it must be kept in a secure location
   b. The report should **not** be emailed to anyone