

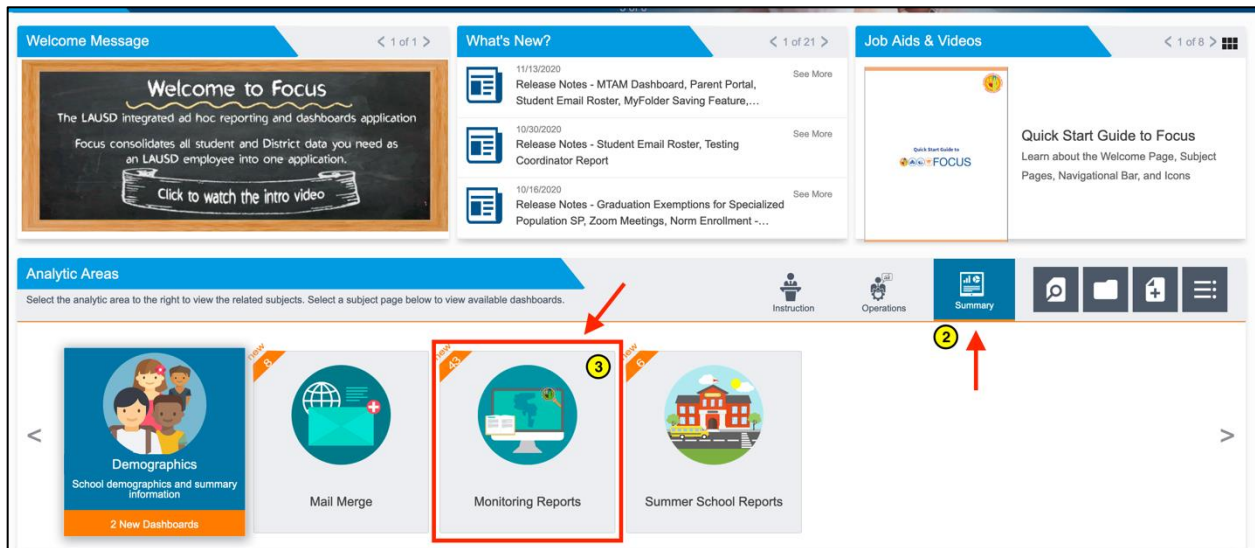


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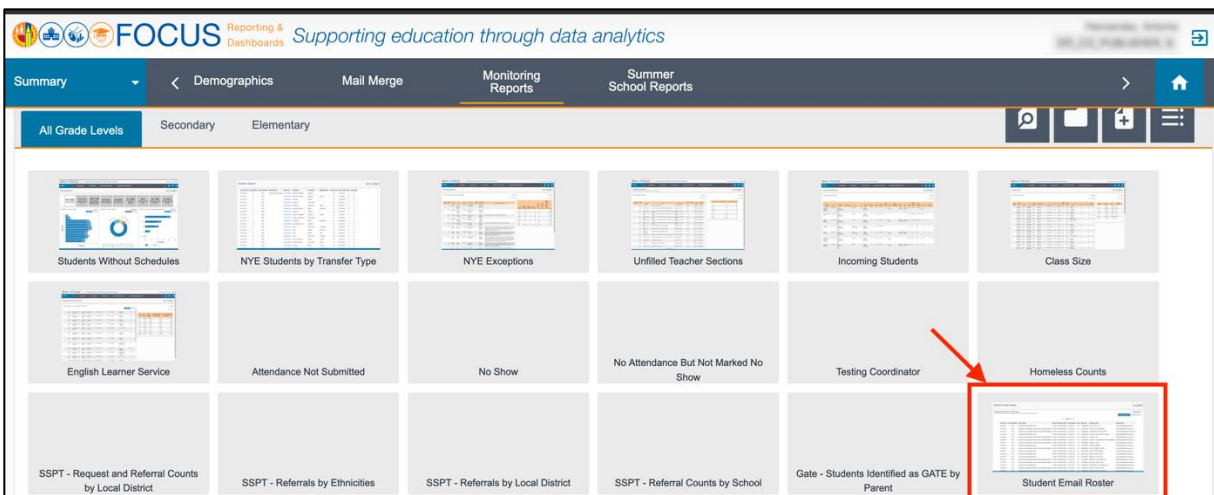
Locating Student MyMail PIN Numbers

Principal/Counselor/Office Staff

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



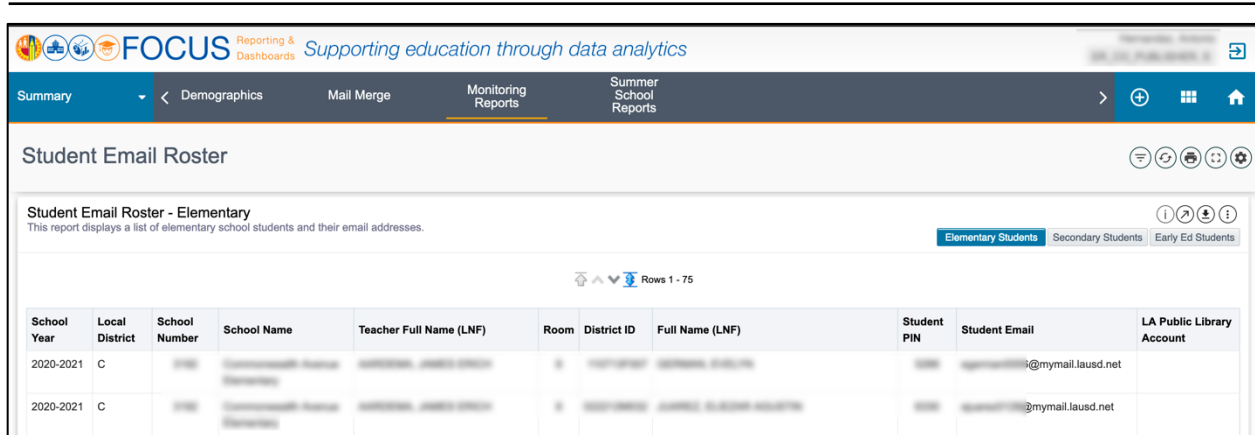
4. Select **Student Email Roster**
 - a. A student roster will populate for your school site
 - b. The roster includes student email address and PIN number
 - c. The roster also includes teacher's name





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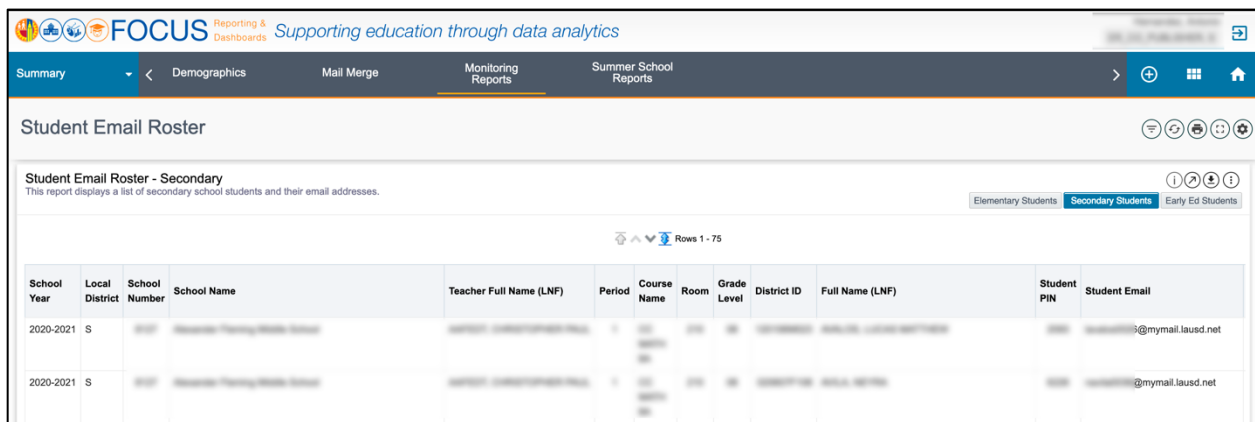
Locating Student MyMail PIN Numbers



The screenshot shows the 'Student Email Roster - Elementary' report in the FOCUS system. The report displays a list of elementary school students and their email addresses. The table includes columns for School Year, Local District, School Number, School Name, Teacher Full Name (LNF), Room, District ID, Full Name (LNF), Student PIN, Student Email, and LA Public Library Account. The 'Elementary Students' tab is selected.

School Year	Local District	School Number	School Name	Teacher Full Name (LNF)	Room	District ID	Full Name (LNF)	Student PIN	Student Email	LA Public Library Account
2020-2021	C								@mymail.lausd.net	
2020-2021	C								@mymail.lausd.net	

Figure 1 - Elementary Sample

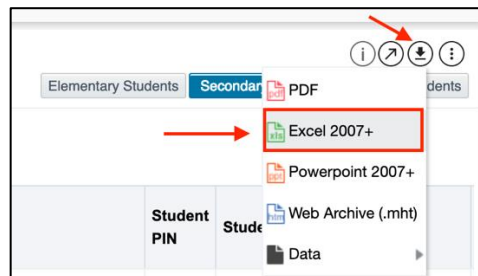


The screenshot shows the 'Student Email Roster - Secondary' report in the FOCUS system. The report displays a list of secondary school students and their email addresses. The table includes columns for School Year, Local District, School Number, School Name, Teacher Full Name (LNF), Period, Course Name, Room, Grade Level, District ID, Full Name (LNF), Student PIN, and Student Email. The 'Secondary Students' tab is selected.

School Year	Local District	School Number	School Name	Teacher Full Name (LNF)	Period	Course Name	Room	Grade Level	District ID	Full Name (LNF)	Student PIN	Student Email
2020-2021	S											@mymail.lausd.net
2020-2021	S											@mymail.lausd.net

Figure 2 - Secondary Sample

- The report can be downloaded as a Microsoft Excel spreadsheet by clicking on the **down arrow** and selecting **Excel 2007+**
 - If the report is downloaded, it must be kept in a secure location
 - The report should **not** be emailed to anyone



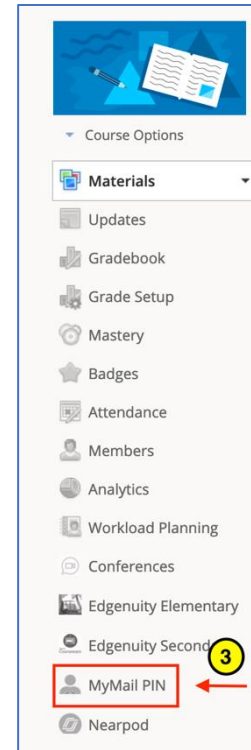
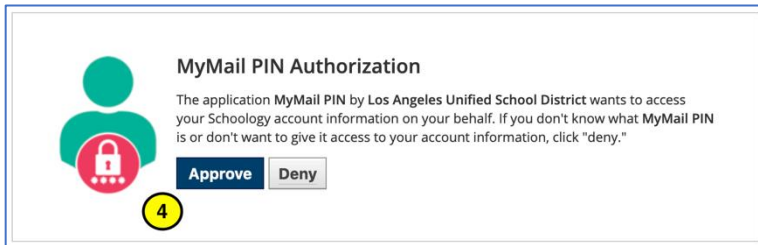


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Locating Student MyMail PIN Numbers

Teachers – Option 1 (Single Student)

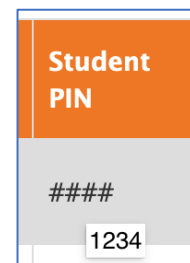
1. Log in to **Schoology** at <https://lms.lausd.net>
2. Go to the course where the student is enrolled in
3. Click on the **MyMail PIN** app from the left hand-side menu
4. If this is your first time accessing the app, click **Approve** on the authorization message
 - a. This is a one-time approval



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

Cost Center Code	Student Name (Last,First)	Student District ID	Account (Email)	Account Status	Student Email PIN	LA Public Library Account	LA Public Library Account PIN
123456	SMITH, JOHN	123456789	john.smith@lausd.net	ENABLED	####	12345678	
123456	SMITH, JOHN	123456789	john.smith@lausd.net	ENABLED	####	12345678	####
123456	SMITH, JOHN	123456789	john.smith@lausd.net	ENABLED	####	12345678	####

6. Hover over the hash marks (####) to reveal the student MyMail PIN number
 - a. This report cannot be printed





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Teacher – Option 2 (Single Student)

1. Go to **MiSiS** at <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

School	Grade
Performance Level	Primary Language
Home Room - Teacher	SLC
Counselor	Graduation Requirements Year
Emergency Information	0
Account Information	

Email: [redacted]@mymail.lausd.net

PIN: [redacted]

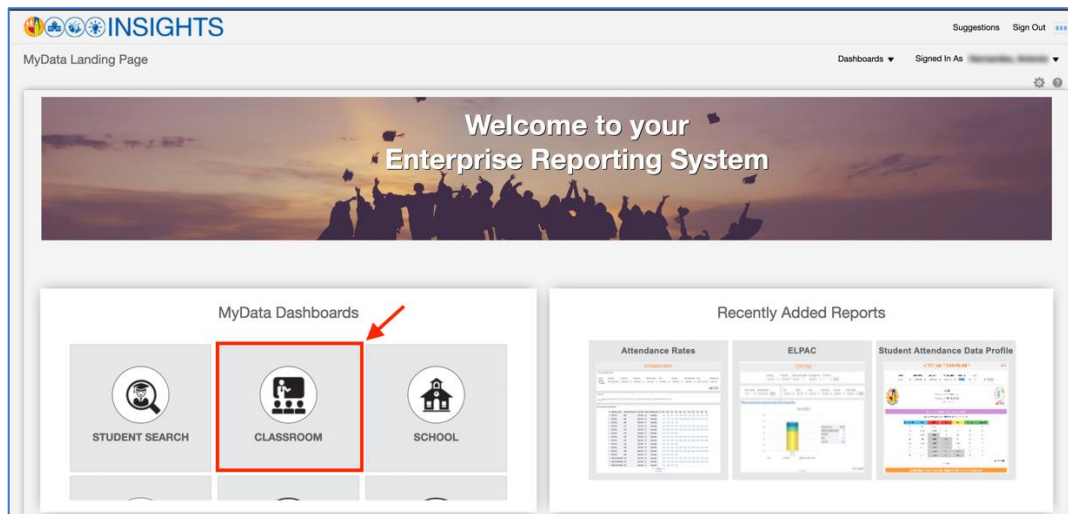


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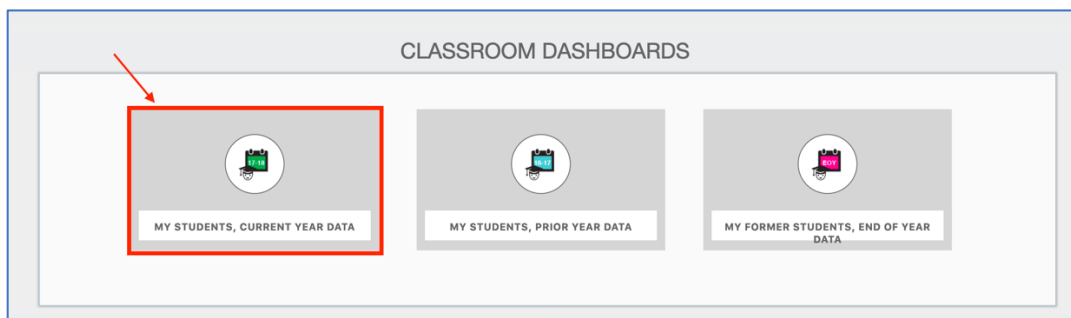
Locating Student MyMail PIN Numbers

Teacher – Option 3 (Whole Class)

1. Go to GetData at <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

The screenshot shows the INSIGHTS dashboard with the 'Email/Account Roster' tab selected. On the left, the 'Administrative Filters' section is highlighted with a red box and a yellow circle '5'. In the main content area, the 'Student Email / Account Roster' section is visible, with two links: 'Student Email / Account' and 'Student Email / Account by Class Period'. Both links are pointed to by red arrows and a yellow circle '6'. A yellow circle '4' is also present near the 'Email/Account Roster' tab.

7. A student roster will display
 - a. The roster includes the student's email and PIN number.

The screenshot shows the INSIGHTS dashboard with the 'Student Email / Account' tab selected. The 'Administrative Filters' section on the left is visible. The main content area displays a table titled 'Roster for [School Name]'. The table has the following columns: Cost Center Code, Student Name (Last, First), Student District ID, Account (Email), and Student Pin. Below the table, it indicates 'Total Number of Records is: 13' and provides a 'Print - Export' link. The report ID is 'TCH2.EM'.

Cost Center Code	Student Name (Last, First)	Student District ID	Account (Email)	Student Pin
100000	ymail.lausd.net	...
100000	ymail.lausd.net	...
100000	ymail.lausd.net	...
100000	ymail.lausd.net	...
100000	ymail.lausd.net	...
100000	ymail.lausd.net	...
100000	ymail.lausd.net	...
100000	ymail.lausd.net	...
100000	ymail.lausd.net	...
100000	ymail.lausd.net	...
100000	ymail.lausd.net	...
100000	ymail.lausd.net	...
100000	ymail.lausd.net	...
100000	ymail.lausd.net	...
100000	ymail.lausd.net	...



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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

