

FSD Website Registration and Login Instructions

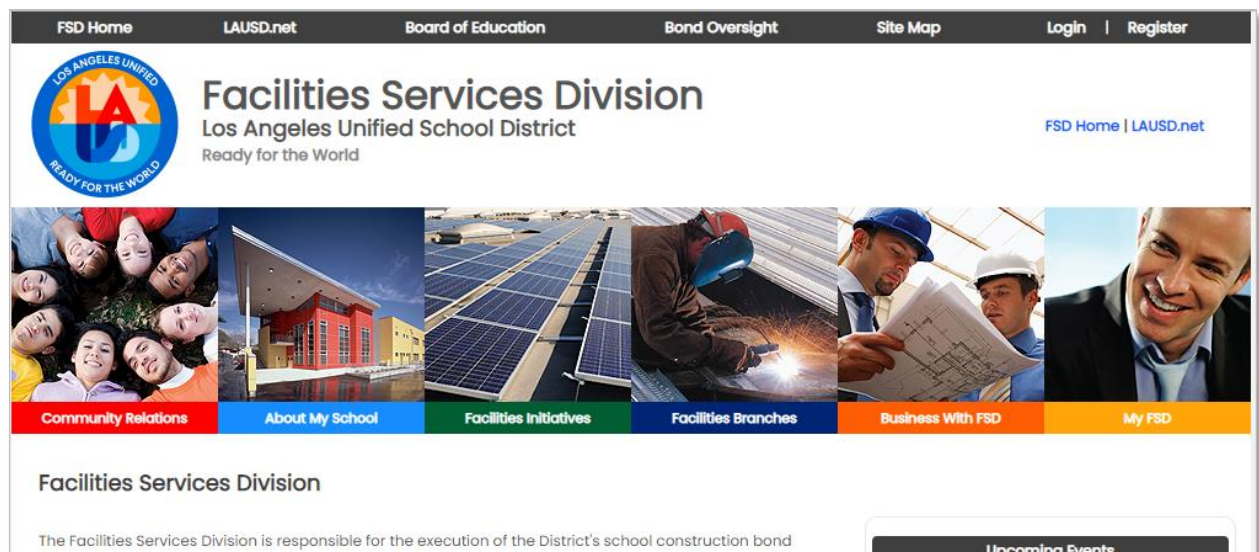
Overview

- All new users are required to register for an account following new password requirements.
- Multifactor Authentication (MFA) is implemented to strengthen security and protect your data.
- Account Registration and MFA Enrollment are performed one time only.

Account Registration

- Go to <https://www.laschools.org>
- Click on the **Register** link on the top-right corner of the page.

Note: The screenshots in this guide are intended to provide users with a visual representation of the process. Users should follow the instructions presented on-screen at the time of registration to meet current requirements.



Create Account

Use the password requirements listed on the right side of the page to create a secure password. Password criteria must be met to successfully create the account.

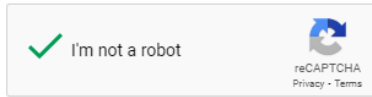
- Fill out the form using a valid email address, create a valid password, then review and acknowledge LAUSD Use Policy.

Create Account

Please fill out the form below to create an account. All fields are required.

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Smith"/>
Email	<input type="text" value="john.smith@mycompany.com"/>
Password	<input type="password" value="*****"/>
Password Confirmation	<input type="password" value="*****"/>

I have read and agreed to [Responsible Use Policy](#) and [Information Protection Policy](#)



LAUSD Employees/Staff

- **No need to register.** Go to the [Login Page](#) and use your SSO account to log in.

Password Requirements

- Password must be between 12 and 40 characters long and contain one of the following:
 - One number (0-9)
 - One lower-case letter (a-z)
 - One upper-case letter (A-Z)
 - One special character except any of the following: + | \ % < > ' ` ; = ? @
 - No whitespaces allowed

Registration Problems?

- Contact us at webmaster@laschools.org

Account Creation Confirmation

The successful creation of your account will result in an email sent by noreply@laschools.org (LAUSD Facilities Services Division).

Account Creation Confirmation

Please check your email and click the activation link to complete registration.

Email may take a few minutes please be patient and check you Spam or Junk folders.

LAUSD Employees/Staff

- **No need to register.** Go to the [Login Page](#) and use your SSO account to log in.

Password Requirements

- Password must be between 12 and 40 characters long and contain one of the following:
 - One number (0-9)
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 - One special character except any of the following: + | \ % < > ' ` ; = ? @
 - No whitespaces allowed


Registration Problems?

- Contact us at webmaster@laschools.org

Complete Account Creation

To complete account setup, all users must confirm email receipt within 7 days of issuance.

- Click the “Complete Account Setup” link on your email to verify receipt and complete your account setup.



Facilities Services Division
Los Angeles Unified School District
Ready for the World

Please confirm your email

Dear John Smith,

Thank you for registering for an account on the LAUSD Facilities Services Division website. Please click the link below to confirm your email address and complete your account setup.

[Complete Account Setup](#)

If the link above doesn't work, please copy and paste the following URL into the address bar of your browser:

<https://web1-dev.laschools.org/new-site/register/ext/verify-email?value=activate&token=QuoaA0%2BI9udl6YHucqDXFSNhBOo2R6XBzc%2FXO54LGkM%3D>

Successful verification of your email will result in the following confirmation message.

[Home](#) / [Email Verification](#)

Email Verification

Your account is now active. Go to [Login Page](#).

Please note that you will be required to enroll in a multifactor–authentication method the first time you log in.

Activation Problems?

- Please check the activation link. If the link is correct, try to log in or create an account.
- Contact us at webmaster@laschools.org

Continue with setting up your multifactor authentication (MFA) method to access your account.

Multifactor Authentication (MFA) Enrollment

Enter your email and password.

[Home](#) / [Login](#)

Website Login

Enter email:

Enter password:

Website Login Information

- Login sessions expire after 30 minutes of inactivity.
- Passwords are case-sensitive.

New User?

- Non-LAUSD users, please [create a account](#).
- LAUSD Employee/Staff
If your email extension ends with [@lausd.net](#), do not register. Use your Single Sign-On access to log in.

Login Problems?

- Send Email: webmaster@laschools.org

Select your preferred MFA method and click "Enroll."

[Home](#) / [Enroll in MFA](#)

MFA Enrollment

To access your account you must enroll in Multi-Factor Authentication. Please choose a method below.

Method

Authenticator App (Most Secure)

Email

If you select **Email**, please make sure you use a unique strong password for your email account.

MFA Enrollment Problems?

- Supported Applications: MS Authenticator App and Google Authenticator App
- Check that you have the most up-to-date version of your authenticator app.
- Contact us at webmaster@laschools.org


Option 1: Authenticator App

- Scan the QR code with your app
- Enter the code provided by your Authenticator App

[Home](#) / [Enroll in MFA](#)

MFA Enrollment

Please scan the QR code, or use the Secret below to add to your Authenticator App. Enter the code from app in the box below.

Scan 


Enter Code

MFA Enrollment Problems?

- Supported Applications: MS Authenticator App and Google Authenticator App
- Check that you have the most up-to-date version of your authenticator app.
- Contact us at webmaster@laschools.org

Option 2: Email Authentication

- Check your email for the MFA code, it is valid for 10 minutes from issuance.



Facilities Services Division

Los Angeles Unified School District
Ready for the World

Your One-Time Code

Dear John Smith,

Below is your one-time code to sign in to the Facilities Services Division website.

194466

This code will be valid for 10 minutes.

Enter the code in the box provided

[Home](#) / [Enroll in MFA](#)

MFA Enrollment

Please check your email and enter the code in the box below.

Enter Code

MFA Enrollment Problems?

- Supported Applications: MS Authenticator App and Google Authenticator App
- Check that you have the most up-to-date version of your authenticator app.
- Contact us at webmaster@laschools.org

Successful MFA enrollment will result in the following confirmation message.

[Home](#) / [Enroll in MFA](#)

MFA Enrollment

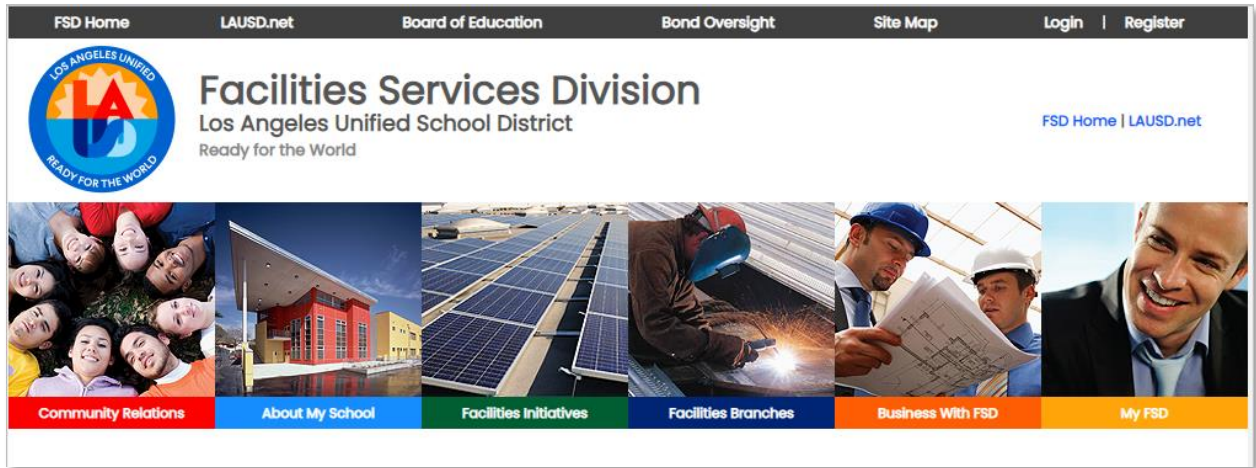
You have successfully enrolled in MFA using Email method. You may continue with your [Login](#).
You may continue with your [Login](#).

MFA Enrollment Problems?

- Supported Applications: MS Authenticator App and Google Authenticator App
- Check that you have the most up-to-date version of your authenticator app.
- Contact us at webmaster@laschools.org

Website Login

Go to: <https://www.laschools.org> and click on the **Login** link on the top-right corner of the page.



Enter your account email and password.

Home / Login

Website Login

Enter email:

Enter password:

Website Login Information

- Login sessions expire after 30 minutes of inactivity.
- Passwords are case-sensitive.

New User?

- Non-LAUSD users, please [create a account](#).
- LAUSD Employee/Staff
If your email extension ends with [@lausd.net](#), do not register. Use your Single Sign-On access to log in.

Login Problems?

- Send Email: webmaster@laschools.org

Enter MFA code from the App or from the Email you received.

Home / Login MFA

Facilities Login

Enter the code that was sent to you via email.

Code


Login Problems?

- If you didn't receive a code, try again by [Logging in](#) and check your Junk or Spam folders in your mail program.
- Contact us at webmaster@laschools.org

Successful website login will result in access to “My Account” page. This page provides access to change your password, reset your MFA options, and link to your website applications.

The screenshot shows a web browser interface for the Facilities Services Division of the Los Angeles Unified School District. At the top, a dark navigation bar contains links for FSD Home, LAUSD.net, Board of Education, Bond Oversight, Site Map, and a user status indicator 'Logged in as John Smith' with a Logout button. Below this is the main header area featuring the LAUSD logo on the left, the title 'Facilities Services Division' and 'Los Angeles Unified School District' in the center, and 'Ready for the World' as a tagline. On the right of the header is a link for 'FSD Home | LAUSD.net'. A horizontal menu below the header includes 'Community Relations', 'About My School', 'Facilities Initiatives', 'Facilities Branches', 'Business With FSD', and 'My FSD'. The main content area is titled 'My FSD | My Account: John Smith'. It is divided into three columns. The left column, 'My Account', lists 'Change Password', 'Reset MFA', and 'Update Profile', along with links for 'FSD Policies and Procedures' and 'FSD Training Materials'. The middle column, 'Personal Information', has a sub-section 'User Information' with a horizontal line, displaying 'Name: John Smith' and 'Email: john.smith@mycompany.com', and an 'Update' button. The right column, 'Web Applications', contains the text 'Below is a list of links to all of your online tools:' followed by a bulleted list of 'Bid Walk Registration' and 'Facility Use Requests'.

FSD Home LAUSD.net Board of Education Bond Oversight Site Map Logged in as John Smith :: Logout

 **Facilities Services Division**
Los Angeles Unified School District
Ready for the World [FSD Home | LAUSD.net](#)

[Community Relations](#) [About My School](#) [Facilities Initiatives](#) [Facilities Branches](#) [Business With FSD](#) [My FSD](#)

My FSD | My Account: John Smith

My Account

- Change Password
- Reset MFA
- Update Profile

[FSD Policies and Procedures](#)
[FSD Training Materials](#)

Personal Information

User Information

Name: John Smith
Email: john.smith@mycompany.com

Web Applications

Below is a list of links to all of your online tools:

- [Bid Walk Registration](#)
- [Facility Use Requests](#)