



Facilities Application Portal - Account Registration and Login Instructions

Overview

- All new users are required to register for an account following new password requirements.
- Multifactor Authentication (MFA) is used to enhance security and protect your data.
- Account registration and MFA enrollment are required only once during the initial registration process.

Account Registration

- Go to <https://www.laschools.org/>
- Click on the **CREATE AN ACCOUNT** link on the right hand under the **New User?** heading.

laschools.org/register/

Facilities Applications Portal FSD Website Login | Register

Central Hub for Internal Business Applications

Website Login

Email:

Password:

Submit

Website Login Information

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

New User?

- Non-LAUSD users, please [create an 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?

- Forgotten Password: Request a Password Reset
- Send Email: webmaster@laschools.org

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's Responsible Use Policy.

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Central Hub for Internal Business Applications

New Account Registration

Create Account

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

First Name:

Last Name:

Email:

Password:

Password Confirmation:

☒ I have read and agreed to the following:
Responsible Use Policy | Information Protection Policy

☒ I'm not a robot 

Submit

LAUSD Employees/Staff

- No need to register. Go to the Login Page and use your SSO account to log in.

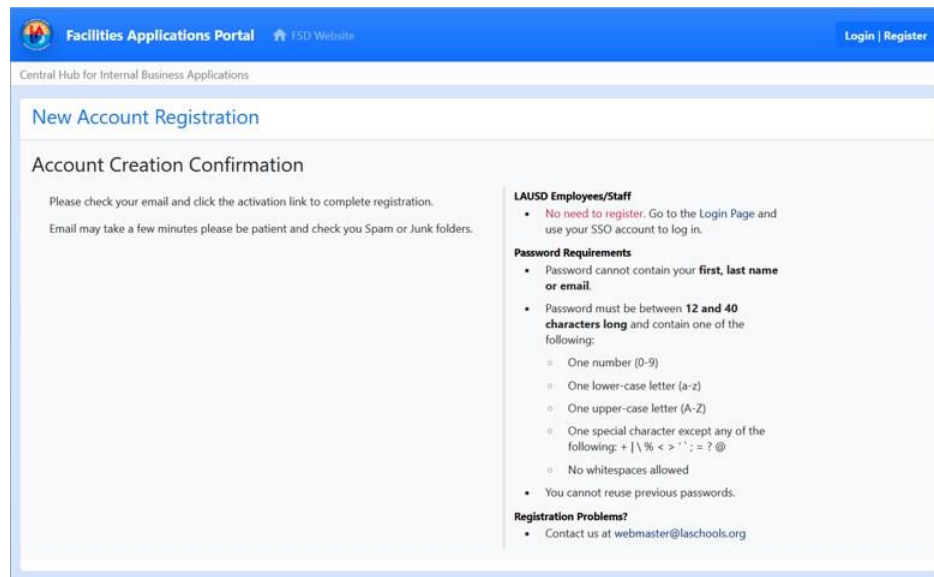
Password Requirements

- Password cannot contain your **first, last name or email**.
- 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
- You cannot reuse previous passwords.

Registration Problems?

- Contact us at webmaster@laschools.org

An account creation confirmation will be shown, followed by an email.



The screenshot shows the 'Facilities Applications Portal' with a blue header. Below the header, it says 'Central Hub for Internal Business Applications'. The main content area is titled 'New Account Registration' and 'Account Creation Confirmation'. It includes instructions to check email and click the activation link. On the right, there are sections for 'LAUSD Employees/Staff', 'Password Requirements', and 'Registration Problems?'. The password requirements list specific rules for password length and content.

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Central Hub for Internal Business Applications

New Account Registration

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 cannot contain your **first, last name or email**.
- 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
- You cannot reuse previous passwords.

Registration Problems?

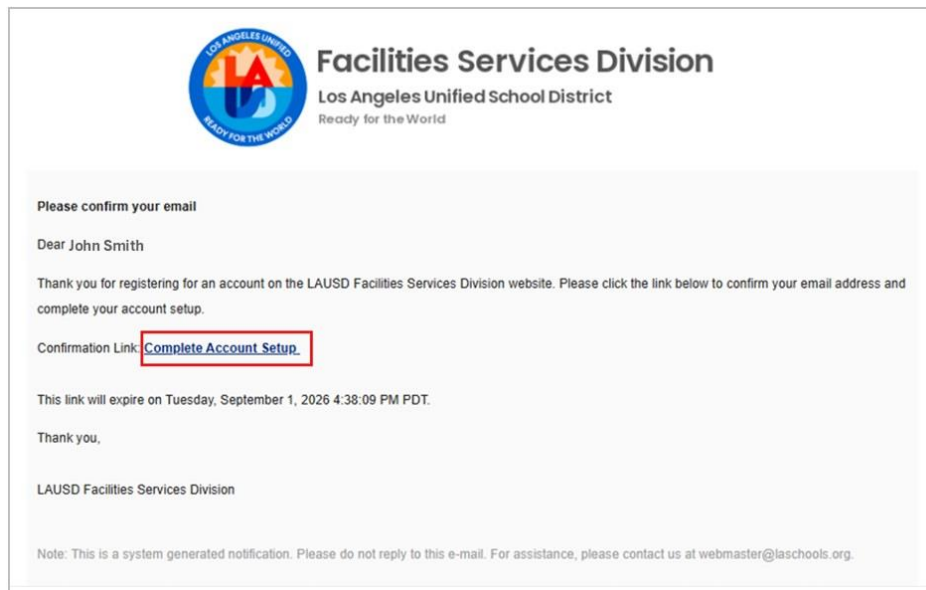
- Contact us at webmaster@laschools.org

An email from noreply@laschools.org (**LAUSD Facilities Services Division**) will be sent. Please check your inbox and spam folder(s) if necessary.

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.



The screenshot shows an email confirmation message. It includes the LAUSD logo and the text 'Facilities Services Division' and 'Los Angeles Unified School District'. The main body of the email asks the user to confirm their email and provides a link to 'Complete Account Setup'. It also states that the link will expire on Tuesday, September 1, 2026 4:38:09 PM PDT.

 **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.

Confirmation Link: [Complete Account Setup](#)

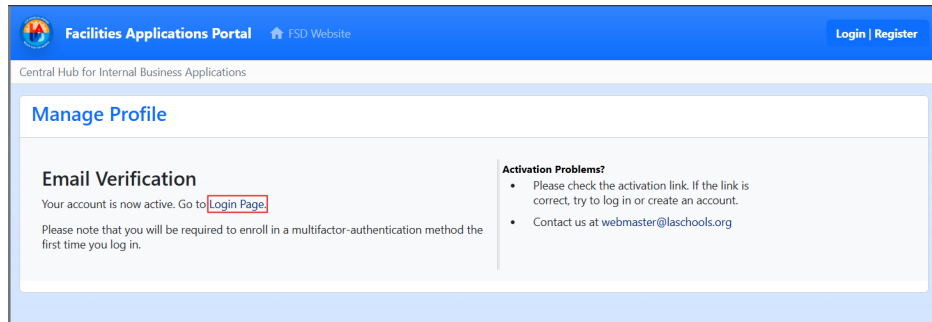
This link will expire on Tuesday, September 1, 2026 4:38:09 PM PDT.

Thank you,

LAUSD Facilities Services Division

Note: This is a system generated notification. Please do not reply to this e-mail. For assistance, please contact us at webmaster@laschools.org.

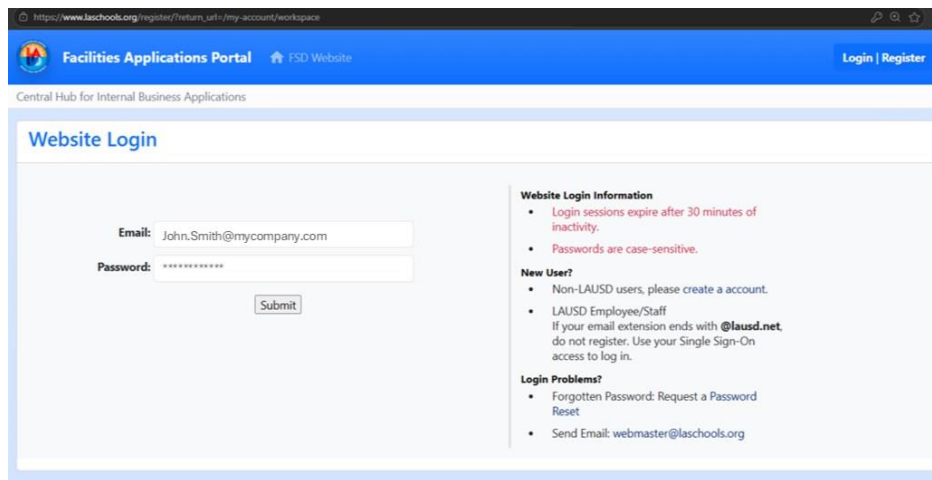
Successful verification of your email will result in the following confirmation message.



Select **Login Page** to complete your multifactor authentication (MFA) method in order to access your account.

Multifactor Authentication (MFA) Enrollment

Enter your email and password.



Select your preferred MFA method and click “Enroll.”

Facilities Applications Portal FSD Website [Login | Register](#)

Central Hub for Internal Business Applications

Manage Profile

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.

[Enroll](#)

MFA Enrollment Problems?

- Recommended Applications:
 - Microsoft Authenticator
 - Google Authenticator
 - Authy
 - 2FAs
 - Duo Mobile
- 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

Facilities Applications Portal FSD Website [Login | Register](#)

Central Hub for Internal Business Applications

Manage Profile

MFA Enrollment

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

Scan:

Enter Code:

[Enroll](#)

MFA Enrollment Problems?

- Recommended Applications:
 - Microsoft Authenticator
 - Google Authenticator
 - Authy
 - 2FAs
 - Duo Mobile
- 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.

LOS ANGELES UNIFIED
READY FOR THE WORLD

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

The screenshot shows the 'Manage Profile' section of the 'Facilities Applications Portal'. Under the 'MFA Enrollment' heading, it says 'Please check your email and enter the code in the box below.' There is a text input field labeled 'Enrollment Code' containing the value '194466' and a blue 'Enroll' button below it. To the right, under 'MFA Enrollment Problems?', there is a list of recommended applications (Microsoft Authenticator, Google Authenticator, Authy, 2FAs, Duo Mobile) and instructions to check for the latest version of the authenticator app and contact webmaster@laschools.org for help.

Successful MFA enrollment will result in the following confirmation message.

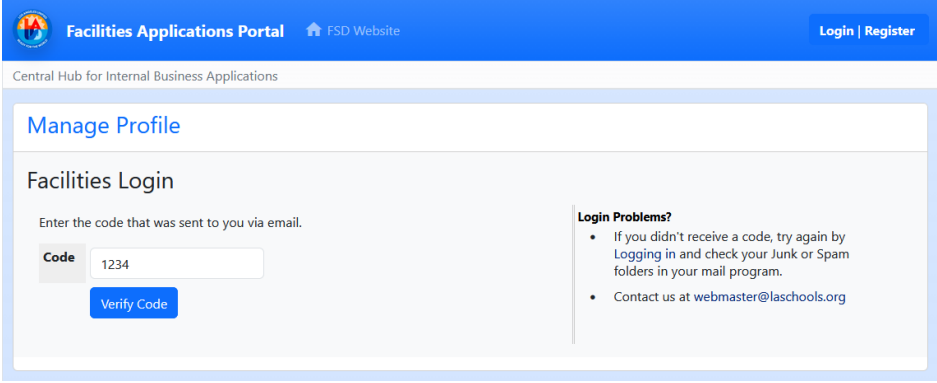
This screenshot shows the same 'Manage Profile' section after successful MFA enrollment. The message now reads: 'You have successfully enrolled in MFA using Email method. You may continue with your Login.' The 'Enrollment Code' field and 'Enroll' button are no longer present. The 'MFA Enrollment Problems?' section remains on the right.

Website Login

Go to: <https://www.laschools.org> and sign in with your account email and password.

The screenshot shows the 'Website Login' page. It features a login form with 'Email' and 'Password' fields. The email field contains 'John.Smith@mycompany.com' and the password field is masked with asterisks. A 'Submit' button is located below the password field. To the right, under 'Website Login Information', it states that login sessions expire after 30 minutes of inactivity and that passwords are case-sensitive. Below this, the 'New User?' section provides instructions for non-LAUSD users and LAUSD employees. At the bottom, the 'Login Problems?' section offers links for forgotten passwords and contact information for the webmaster.

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



The screenshot shows the login page of the Facilities Applications Portal. The header is blue with the portal logo, name, and a 'Login | Register' link. Below the header, the page title is 'Manage Profile'. The main section is 'Facilities Login' with a prompt to enter an MFA code. A text input field contains '1234' and a 'Verify Code' button is below it. To the right, a 'Login Problems?' section lists instructions for users who didn't receive a code and provides a contact email.

Facilities Applications Portal FSD Website Login | Register

Central Hub for Internal Business Applications

Manage Profile

Facilities Login

Enter the code that was sent to you via email.

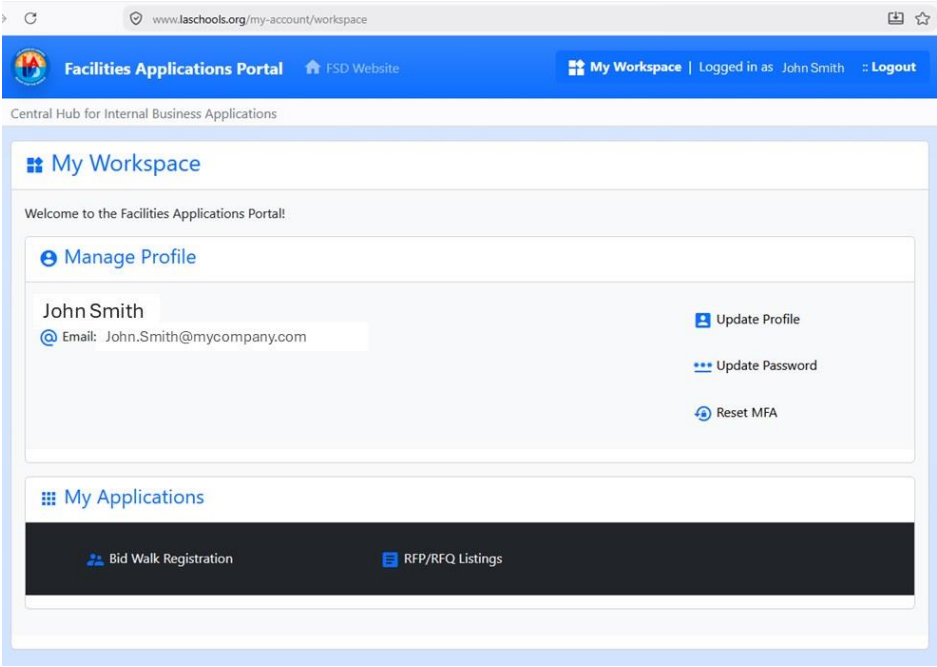
Code

Verify 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 Workspace”. This page provides access to change your password, reset your MFA options, and link(s) to your website applications.



The screenshot shows the 'My Workspace' page after a successful login. The header is blue and shows the user is logged in as 'John Smith' with a 'Logout' link. The main content area has a 'Welcome to the Facilities Applications Portal!' message. Below this is a 'Manage Profile' section with the user's name 'John Smith' and email 'John.Smith@mycompany.com'. To the right of the email are links for 'Update Profile', 'Update Password', and 'Reset MFA'. At the bottom, there is a 'My Applications' section with a dark background containing links for 'Bid Walk Registration' and 'RFP/RFQ Listings'.

www.laschools.org/my-account/workspace

Facilities Applications Portal FSD Website My Workspace | Logged in as John Smith Logout

Central Hub for Internal Business Applications

My Workspace

Welcome to the Facilities Applications Portal!

Manage Profile

John Smith

Email: John.Smith@mycompany.com

Update Profile

Update Password

Reset MFA

My Applications

Bid Walk Registration RFP/RFQ Listings