

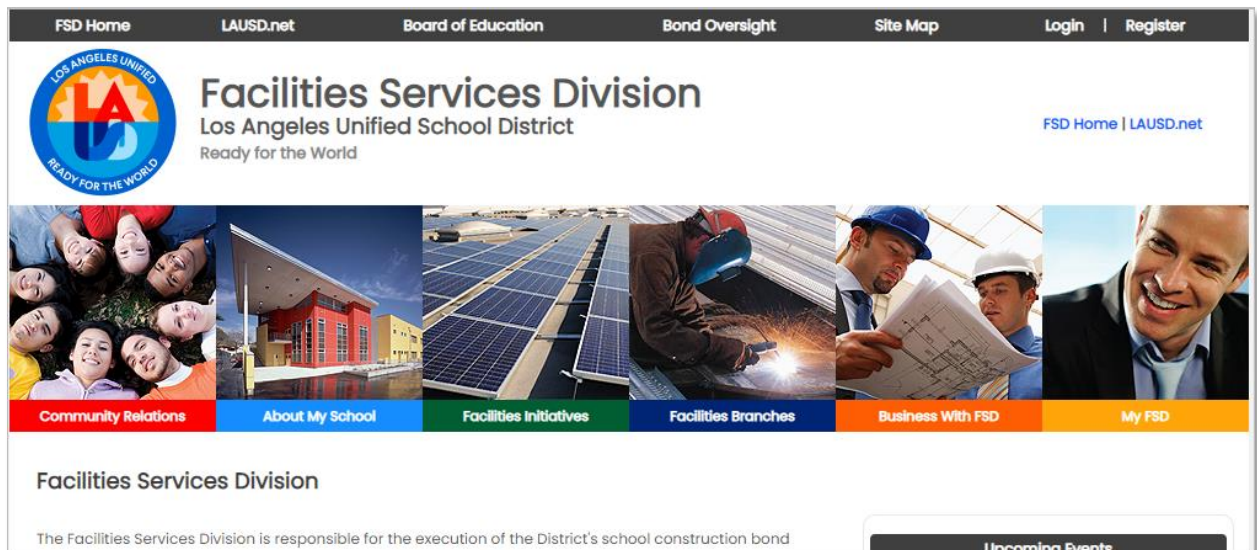
# FSD Website Registration and Login Instructions

## Overview

- All new and returning 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.



### 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.

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**Returning Users:** *We strongly encourage that you register with your previous email to ensure continuity.*

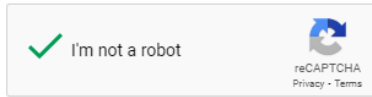
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## Create Account

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](mailto:webmaster@laschools.org)

## Account Creation Confirmation

The successful creation of your account will result in an email sent by [noreply@laschools.org](mailto: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)
  - 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:webmaster@laschools.org)

Successful MFA enrollment will result in the following confirmation message.

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

## MFA Enrollment

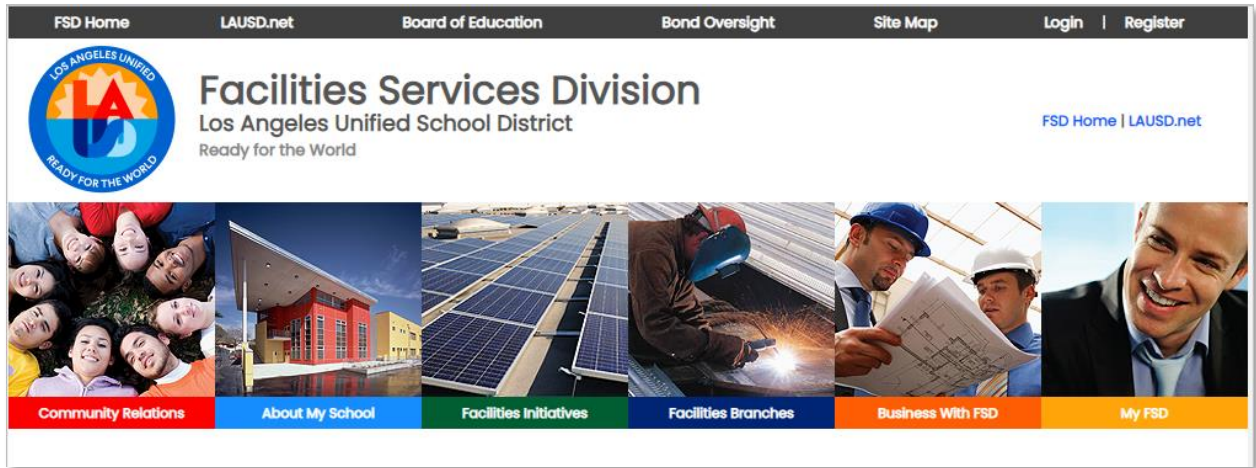
You have successfully enrolled in MFA using Email method. You may continue with your [Login](#).  
You may continue with your [Login](#).

### 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](mailto: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](mailto: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](mailto: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 the 'My Account' page for John Smith. At the top, a navigation bar includes links for FSD Home, LAUSD.net, Board of Education, Bond Oversight, Site Map, and a user profile for John Smith with a Logout button. The main header features the LAUSD logo and the text 'Facilities Services Division, Los Angeles Unified School District, Ready for the World'. A secondary navigation bar contains links for Community Relations, About My School, Facilities Initiatives, Facilities Branches, Business With FSD, and My FSD. The page title is 'My FSD | My Account: John Smith'. On the left, a 'My Account' section lists links for Change Password, Reset MFA, Update Profile, FSD Policies and Procedures, and FSD Training Materials. The central 'Personal Information' section is titled 'User Information' and shows 'Name: John Smith' and 'Email: john.smith@mycompany.com' with an 'Update' button. On the right, a 'Web Applications' section lists '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](#)