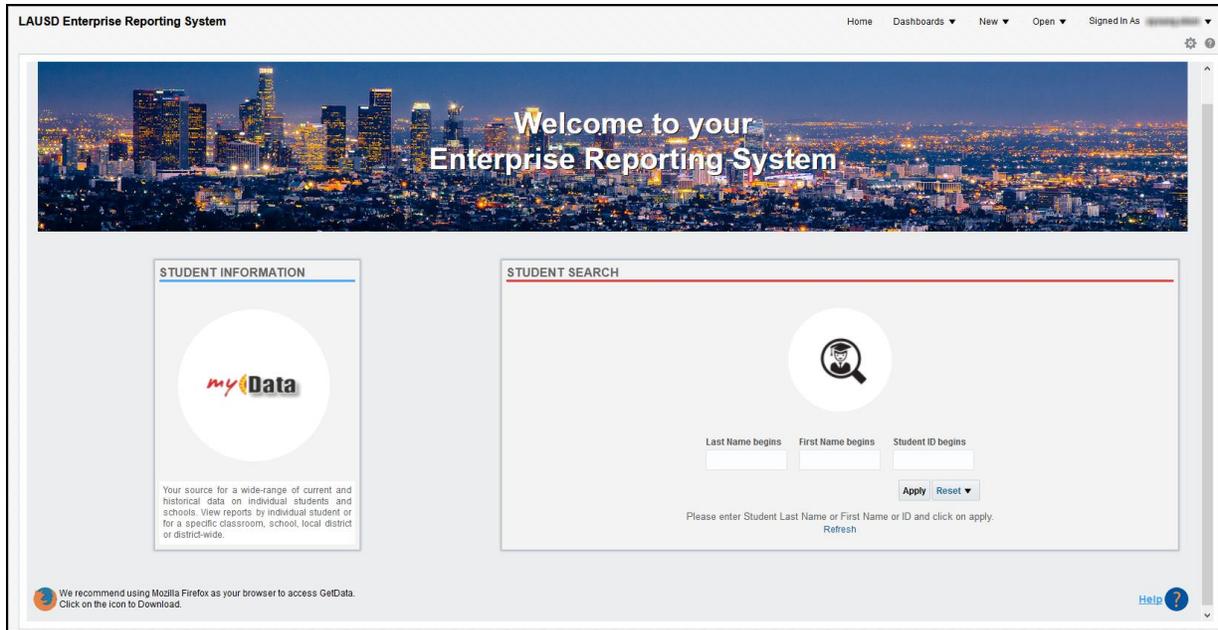


TEACHERS AND ADMINISTRATORS:

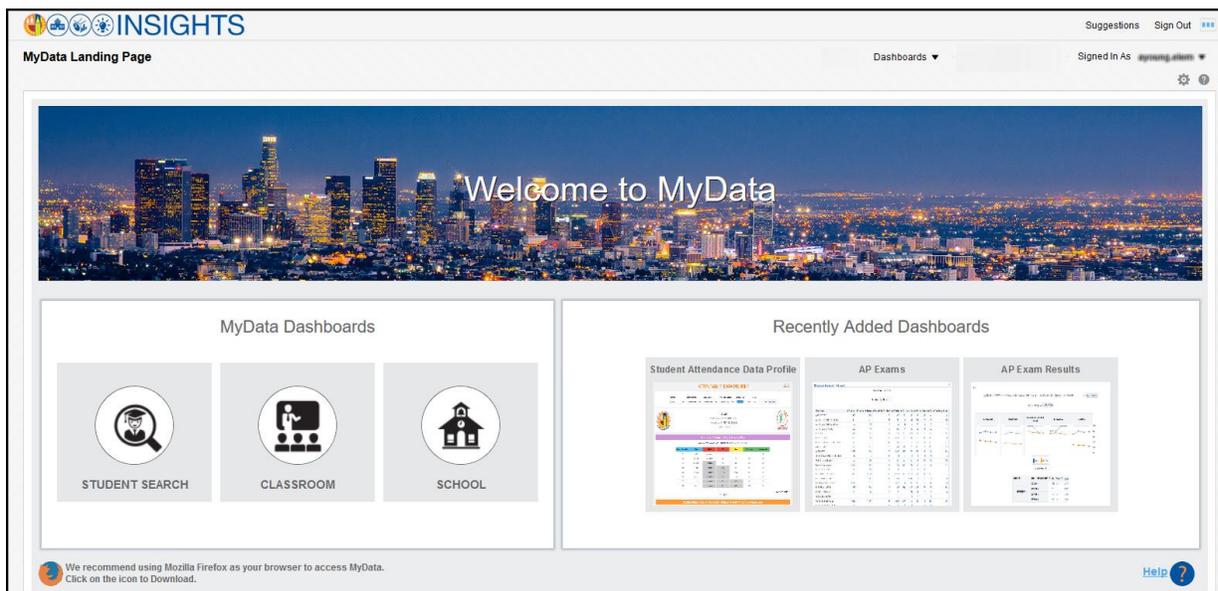
Steps to get student MyMail PIN from MyData.lausd.net

Goto: mydata.lausd.net

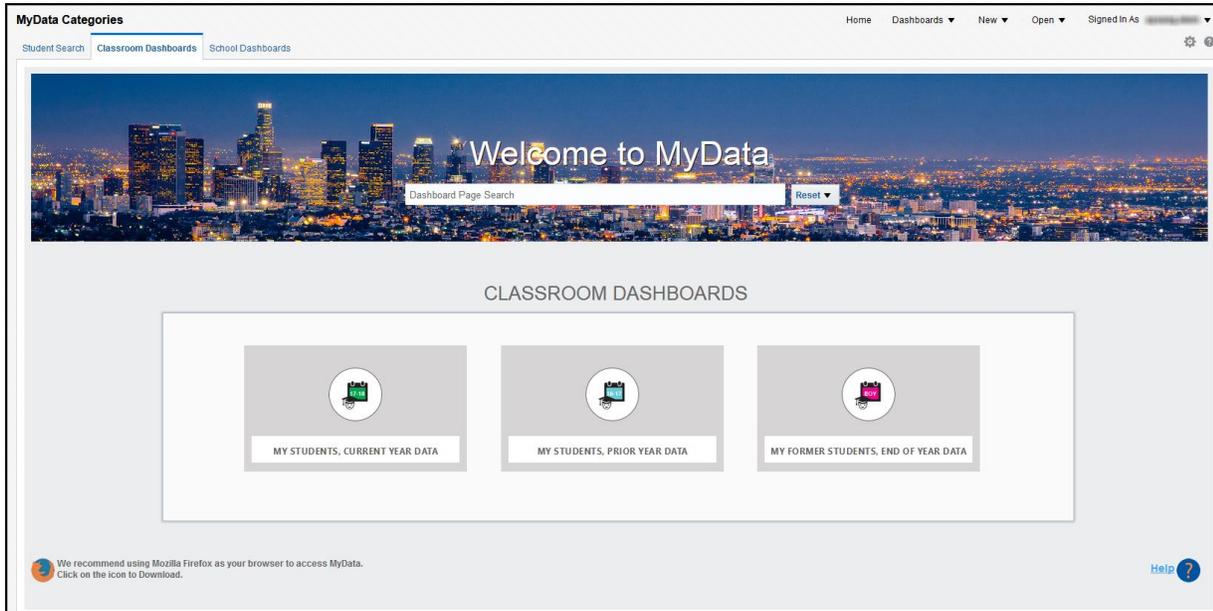
1. Click on Student Information or MyData Logo.



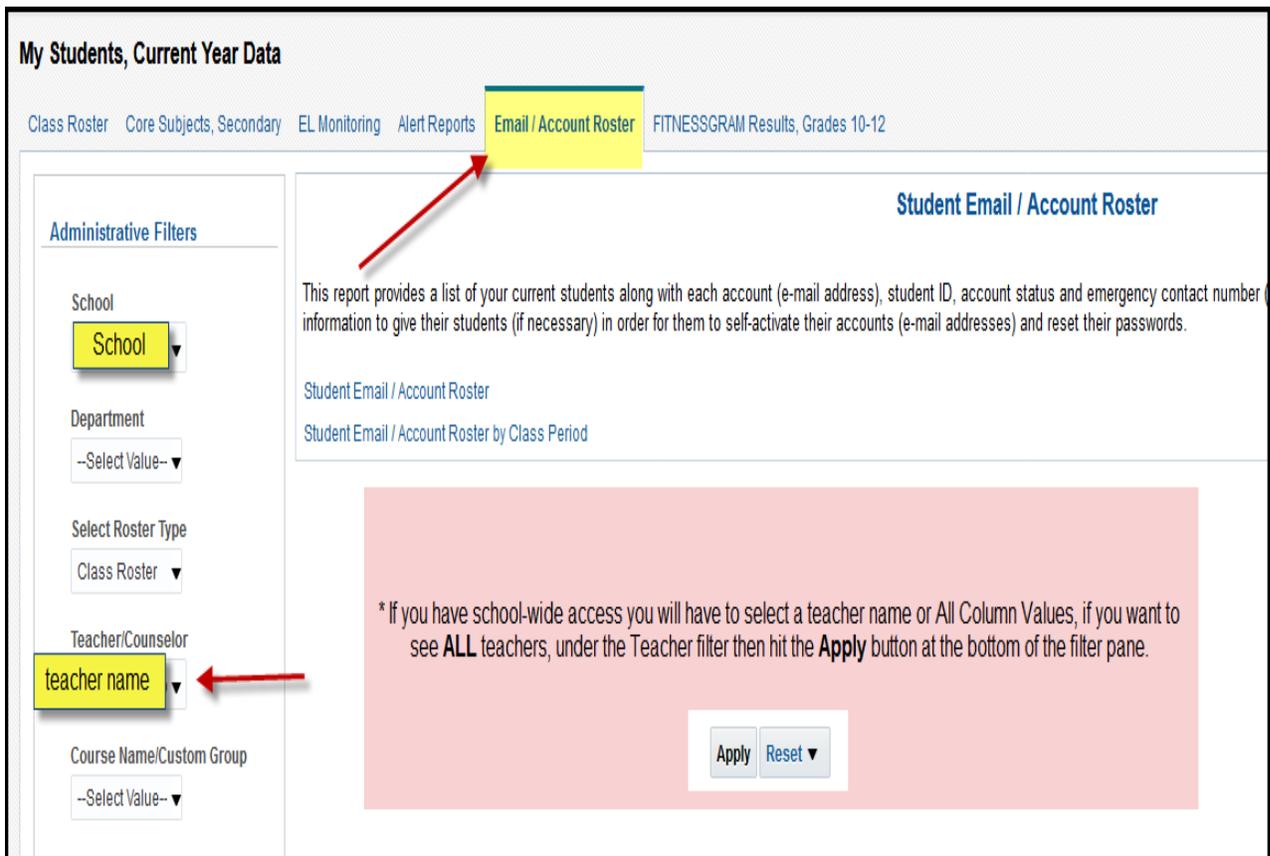
2. On the MyData landing page click on CLASSROOM dashboard.



3. Then click on MyStudents Current Year Data



4. Go to “ MyStudents Current Year Data” and select “Email/ Account Roster”



*Filter your view as needed, then “Apply”

Administrative Filters

School
METROPOLITAN HS

Department
(All Column Value)

Select Roster Type
Class Roster

Teacher/Counselor
(All Column Value)

Course Name/Custom Group
(All Column Value)

Student Ethnicity
--Select Value--

Student Language Class
--Select Value--

Student Grade
--Select Value--

Student Gender
--Select Value--

Semester
--Select Value--

Period
(All Column Value)

Apply

Select desired School from drop down menu.

School

METROPOLITAN HS

- METROPOLITAN HS
- TORRES ELA PA MAG
- TORRES ENG & TECH
- TORRES HUM/ART/TECH
- TORRES RENAISSANCE
- TORRES SOC JST LDSHP

Search...

Other Filters are available if needed.

Click Apply to prepare for the report.

5) Select "Student Email / Account Roster"

Student Email / Account Roster

This report provides a list of your current students along with each account (e-mail address), student ID, account status and emergency contact number (account reset #). The purpose of this report is to provide teachers with the information to give their students (if necessary) in order for them to self-activate their accounts (e-mail addresses) and reset their passwords.

[Student Email / Account Roster](#)

Click "Student Email/Account Roster" to generate the actual report shown in next slide.

6) Make sure the list includes email and Student PIN"

Here is a sample generated list with data obscured.

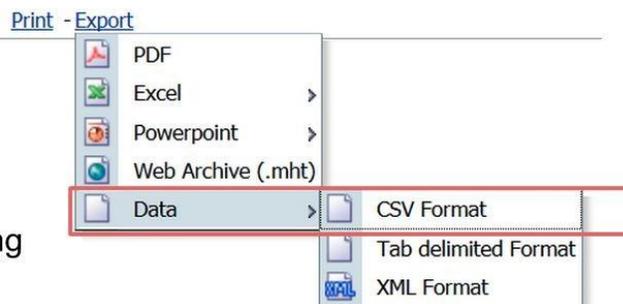
| Cost Center Code | Student Name (Last, First) | Student District ID | Account (Email) | Account Status | ECN # | Student PIN |
|------------------|----------------------------|---------------------|---------------------|----------------|----------|-------------|
| 1860601 | ACOSTA, ANDREW | 000000000 | acosta001@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ACOSTA, ELIZABETH | 000000000 | acosta002@gmail.com | ENABLED | 00000000 | 0000 |
| 1860601 | ACOSTA, LIZBETH | 000000000 | acosta003@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ACOSTA, DEBORAH N. | 000000000 | acosta004@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ACOSTA, JOHN | 000000000 | acosta005@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ACOSTA, ANDREW | 000000000 | acosta006@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ACOSTA, ANDREW E. | 000000000 | acosta007@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ACOSTA, ANDREW C. | 000000000 | acosta008@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ACOSTA, ANDREW J. | 000000000 | acosta009@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ALFARO, HERIBERTO | 000000000 | alfaro001@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ALFARO, ANDREW E. | 000000000 | alfaro002@gmail.com | ENABLED | 00000000 | 0000 |
| 1860601 | ALFARO, ANDREW | 000000000 | alfaro003@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ALFARO, ANDREW A. | 000000000 | alfaro004@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ALFARO, ANDREW A. | 000000000 | alfaro005@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ALFARO, ANDREW | 000000000 | alfaro006@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ALFARO, ANDREW | 000000000 | alfaro007@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ALFARO, ANDREW | 000000000 | alfaro008@gmail.com | DISABLED | 00000000 | 0000 |
| 1860601 | ALFARO, ANDREW A. | 000000000 | alfaro009@gmail.com | ENABLED | 00000000 | 0000 |
| 1860601 | ALFARO, ANDREW A. | 000000000 | alfaro010@gmail.com | ENABLED | 00000000 | 0000 |

Scroll to bottom of the report screen to see Print and Export Options.

7) Print or Download the data

Various Export Options

Data can be exported and manipulated in Excel or Numbers, Word, etc. Be aware you are working with confidential information here.



You can view, print, or download the roster. The Key information you need is: Student Name, Student ID, Account (email), Student PIN

Go to MyLogin.LAUSD.net

1) *Select "Student"*

[Español](#)

Welcome to LAUSD
Select Your Role

- [Student](#)
- [Parent/Volunteer](#)
- [Account Administrator Login](#)

2) *Select "Activate your Account or Reset your password"*

LAUSD Account Activation and Password Reset

Click on the link below to activate your account or reset your password

- [Activate your Account or Reset your password](#)

3) Read the AUP, *select "Agree", select "Accept"*

LAUSD Acceptable Use Policy [Home](#)

1 Read this

| | | |
|-----------------------|--|--|
| TITLE: | Acceptable Use Policy (AUP) For District Computer and Network Systems | ROUTING Administrators Instructional Technology Applications Facilitators Principals Teachers Parent Community Representatives |
| NUMBER: | BUL - 999.8 | |
| ISSUER: | Ronald S. Chandler, Chief Information Officer | |
| DATE: | June 18, 2013 | |
| POLICY: | Teachers, administrators, and other school personnel should ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and that such use be in support of the District's business and education objectives. | |
| MAJOR CHANGES: | This revision replaces BUL-999.7 dated August 14, 2012, adding language to specify the District's obligation to monitor online activity, manage and store data as necessary for legal discovery, and fortify the network against cyber security threats. | |
| BACKGROUND: | On January 8, 2002, the LAUSD Board of Education established Board Rule 12.54 | |

I agree to the term and conditions of the LAUSD Acceptable Use Policy.

2

4) *Input "District ID," Date of Birth in MM/DD/YYYY format, Student PIN from MyData*

LAUSD SSO Account Administrator Login.

District Id **1**

Birth Date **2** (ex: mm/dd/yyyy)

Student PIN **3**

4

5) *Students input their own password and select "Submit"*

LAUSD Account Activation and Password Reset

Provide the required fields below. Password must meet the password requirements indicated.

- Password must be between 8 and 20 characters.
- Password cannot be your email address.
- Password must contain both letters and numbers.
- Password cannot have more than three of the same character in a row. For example, "aaaa" could not be used in a password.
- Commonly used passwords such as "abcd1234" or "password1" will not be accepted.

Resetting password for:
Name :
Email :

New password **1**

Re-enter new password **2**

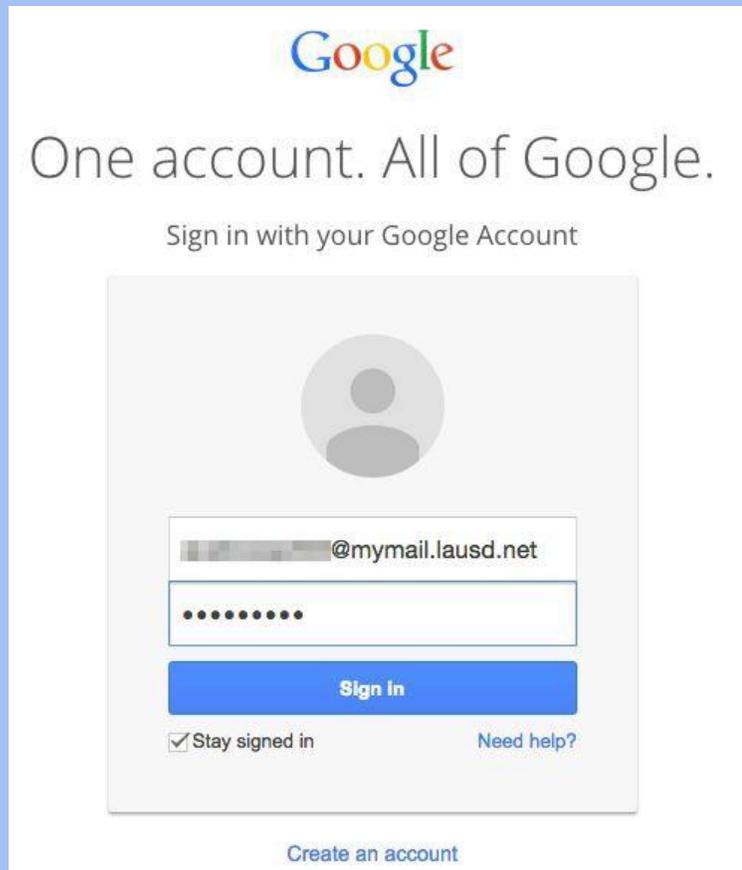
3

You're not done yet. Keep going...

STUDENT: Verify your MyMail account through accounts.google.com

Go to accounts.google.com

Input your username and password



The image shows a screenshot of the Google sign-in page. At the top is the Google logo. Below it is the text "One account. All of Google." followed by "Sign in with your Google Account". In the center is a grey box containing a placeholder profile picture, a text input field with the email address ".....@mymail.lausd.net", a password input field with ten dots, a blue "Sign In" button, a checkbox labeled "Stay signed in", and a link "Need help?". At the bottom of the grey box is a link "Create an account".

Input the Captcha

Welcome to your new account

Welcome to your new account: [redacted]@mymail.lausd.net. Your account is compatible with many Google services, but your mymail.lausd.net administrator decides which services you may access using your account. For tips about using your new account, visit the Google Help Center.

When you use Google services, your domain administrator will have access to your [redacted]@mymail.lausd.net account information, including any data you store with this account in Google services. You can learn more here, or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can manage which account you use with Google services and switch between them whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the Google Apps core suite of messaging and collaboration applications, your use of those services is governed by your organization's Google Apps agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the Google Terms of Service and the Google Privacy Policy. Certain Additional Services may also have service-specific terms. Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your [redacted]@mymail.lausd.net account works and agree to the Google Terms of Service and the Google Privacy Policy.



Type the text:



If you see your contact page, you are done validating your MyMail account

The screenshot shows the Google Account settings page. At the top, the Google logo is on the left, and the account name [redacted]@mymail.lausd.net is on the right. Below the logo is the 'Account settings' header with a help icon. The main content area is divided into sections: 'Security checkup' with a 'GET STARTED' button, and 'Personal info' with fields for Name, Email ([redacted]@mymail.lausd.net), and Language (Select language).

Now you are done setting up and validating your SSO and password

Log into your MyMail account through the Mail account

1. **View the video section “ Log into MyMail”**
<http://www.lausd.net/cdg/CCTP/Personalization/start.html>

Trouble Shooting

If student is unable to set up or validate SSO password, please contact the ITD Helpdesk at 213-241-5200 and select option 3 for assistance.