

# TEACHERS AND ADMINISTRATORS:

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

Go to: [mydata.lausd.net](http://mydata.lausd.net)

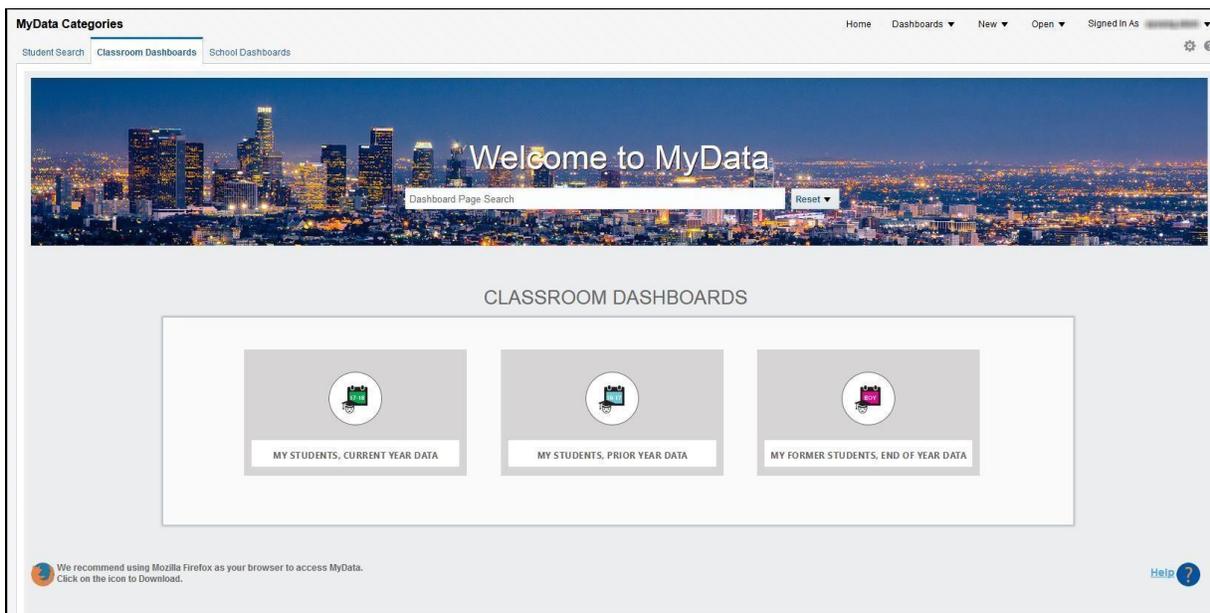
1. Click on Student Information or MyData Logo.

The screenshot shows the 'LAUSD Enterprise Reporting System' dashboard. At the top, there is a navigation bar with 'Home', 'Dashboards', 'New', 'Open', and 'Signed In As' (with a user profile icon). Below the navigation bar is a large banner image of a city skyline at night with the text 'Welcome to your Enterprise Reporting System'. The main content area is divided into two sections: 'STUDENT INFORMATION' on the left and 'STUDENT SEARCH' on the right. The 'STUDENT INFORMATION' section features a circular logo with the text 'myData' and a paragraph of text: 'Your source for a wide-range of current and historical data on individual students and schools. View reports by individual student or for a specific classroom, school, local district or district-wide.' The 'STUDENT SEARCH' section contains a search form with three input fields labeled 'Last Name begins', 'First Name begins', and 'Student ID begins', along with 'Apply' and 'Reset' buttons. Below the search form is a 'Refresh' button and a note: 'Please enter Student Last Name or First Name or ID and click on apply. Refresh'. At the bottom left, there is a recommendation to use Mozilla Firefox as a browser. At the bottom right, there is a 'Help' button with a question mark icon.

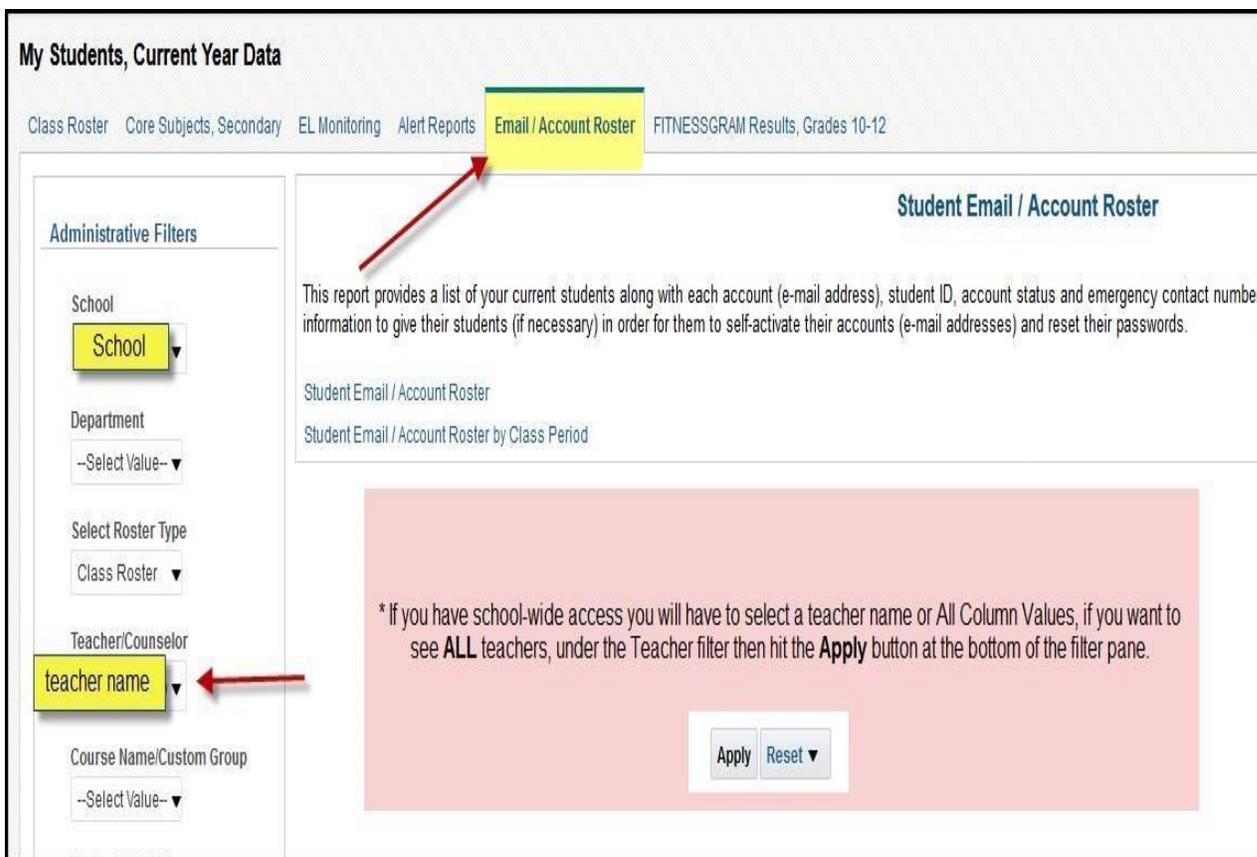
2. On the MyData landing page click on CLASSROOM dashboard.

The screenshot shows the 'MyData Landing Page' dashboard. At the top, there is a navigation bar with 'Suggestions', 'Sign Out', and 'Dashboards'. Below the navigation bar is a large banner image of a city skyline at night with the text 'Welcome to MyData'. The main content area is divided into two sections: 'MyData Dashboards' on the left and 'Recently Added Dashboards' on the right. The 'MyData Dashboards' section features three icons: 'STUDENT SEARCH' (a magnifying glass over a person), 'CLASSROOM' (a person at a desk), and 'SCHOOL' (a school building). The 'Recently Added Dashboards' section features three preview cards: 'Student Attendance Data Profile', 'AP Exams', and 'APE Exam Results'. At the bottom left, there is a recommendation to use Mozilla Firefox as a browser. At the bottom right, there is a 'Help' button with a question mark icon.

### 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--

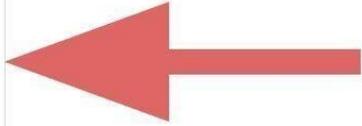
Student Grade  
--Select Value--

Student Gender  
--Select Value--

Semester  
--Select Value--

Period  
(All Column Value)

Apply



Select desired School from drop down menu.

Other Filters are available if needed.

**School**

METROPOLITAN HS

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

Search...



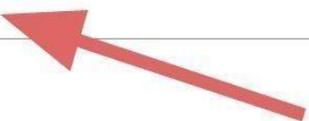
Click Apply to prepare for the report.

**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](#)

5)



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

Select "Student Email / Account Roster"

Here is a sample generated list with data obscured.

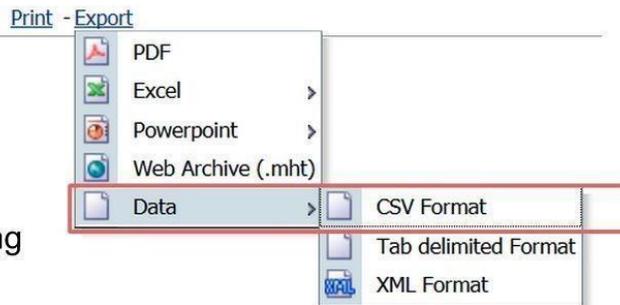
Cost Center Code	Student Name (Last, First)	Student District ID	Account (Email)	Account Status	ECN #	Student PIN
1860601	ALVARO, ANTONIO	02100000	aalvar001@prymal.kauai.net	DISABLED	02100000	2624
1860601	ALVARO, CLAUDIO	02100000	aalvar001@prymal.kauai.net	ENABLED	02100000	5187
1860601	ALVARO, LIZETH	02100000	aalvar001@prymal.kauai.net	DISABLED	02100000	6117
1860601	ALVITA, DEBBIE R.	02100000	aalvar001@prymal.kauai.net	DISABLED	02100000	2277
1860601	ALVITA, DANN	02100000	aalvar001@prymal.kauai.net	DISABLED	02100000	5405
1860601	ALVITA, ANN	02100000	aalvar001@prymal.kauai.net	DISABLED	02100000	4040
1860601	ALVITA, ANNETTE E.	02100000	aalvar001@prymal.kauai.net	DISABLED	02100000	4921
1860601	ALVITA, SUEY C.	02100000	aalvar001@prymal.kauai.net	DISABLED	02100000	1279
1860601	ALVITA, ESTER L.	02100000	aalvar001@prymal.kauai.net	DISABLED	02100000	3123
1860601	ALVITA, VERONICA	02100000	aalvar001@prymal.kauai.net	DISABLED	02100000	2109
1860601	ALVITA, VERONICA E.	02100000	aalvar001@prymal.kauai.net	ENABLED	02100000	3705
1860601	ALVITA, VERONICA	02100000	aalvar001@prymal.kauai.net	DISABLED	02100000	9474
1860601	ALVITA, CLARETHA A.	02100000	aalvar001@prymal.kauai.net	DISABLED	02100000	2116
1860601	ALVITA, ALITA A.	02100000	aalvar001@prymal.kauai.net	DISABLED	02100000	8807
1860601	ALVITA, ANITA R.	02100000	aalvar001@prymal.kauai.net	DISABLED	02100000	7067
1860601	ALVITA, ANITA R.	02100000	aalvar001@prymal.kauai.net	DISABLED	02100000	1483
1860601	ALVITA, ANITA R.	02100000	aalvar001@prymal.kauai.net	ENABLED	02100000	1002

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.



## 6) Make sure the list includes email and Student PIN”

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

**NOTE:** Please disregard the **Account Status** and **ECN #** columns. These columns were used when the student email roster was implemented, and it does not reflect the current status of the account. Even if the student’s accounts are already active it could display as “disabled”

Go to [MyLogin.LAUSD.net](http://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**

<b>TITLE:</b>	Acceptable Use Policy (AUP) For District Computer and Network Systems	<b>ROUTING</b> Administrators Instructional Technology Applications Facilitators Principals Teachers Parent Community Representatives
<b>NUMBER:</b>	BUL - 999.8	
<b>ISSUER:</b>	Ronald S. Chandler, Chief Information Officer	
<b>DATE:</b>	June 18, 2013	
<b>POLICY:</b>	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.	
<b>MAJOR CHANGES:</b>	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.	
<b>BACKGROUND:</b>	On January 8, 2002, the LAUSD Board of Education established Board Rule 1254	

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

**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 : [Redacted]

Email : [Redacted]

New password  **1** →

Re-enter new password  **2** →

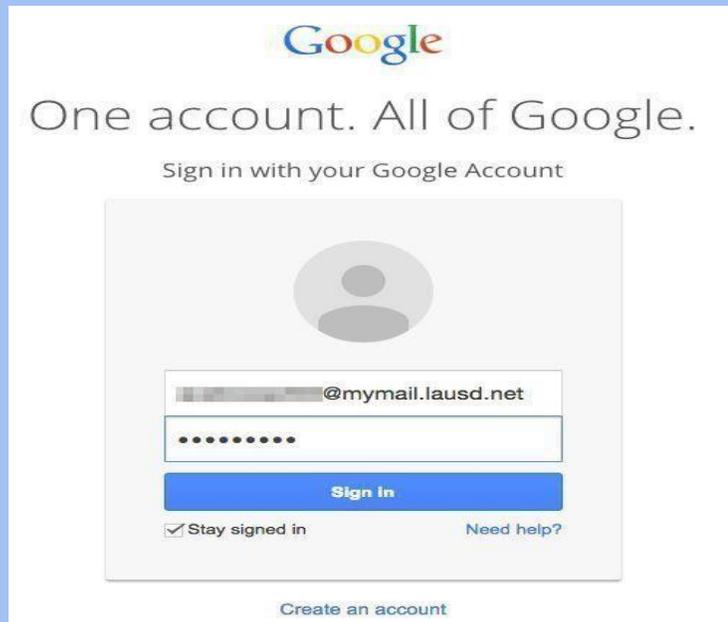
**3** →

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

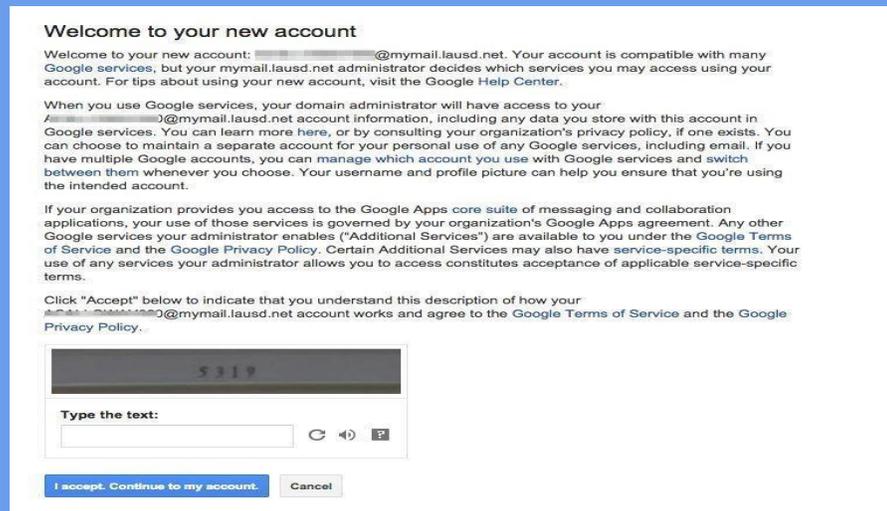
**STUDENT:** Verify your MyMail account through [accounts.google.com](https://accounts.google.com)

Go to [accounts.google.com](https://accounts.google.com)

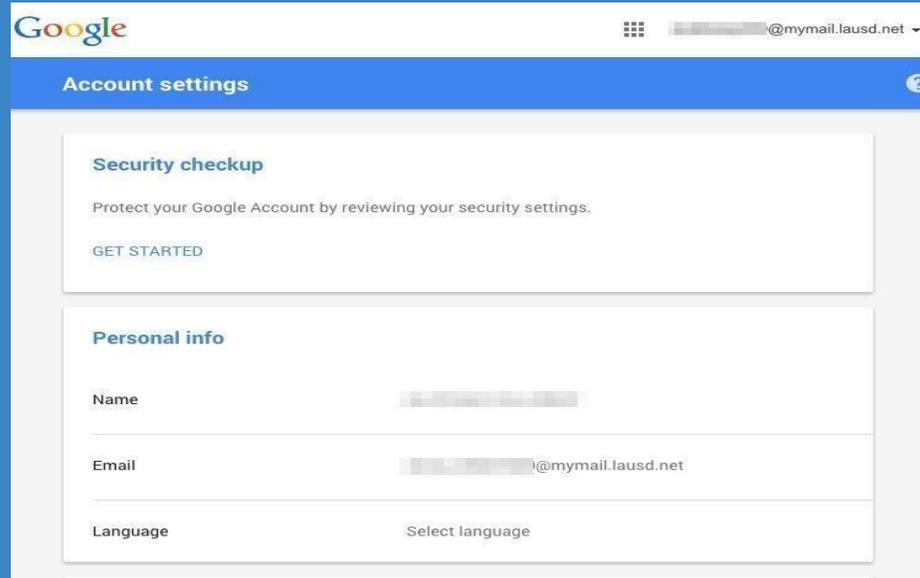
Input your username and password



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". The main content is a sign-in form with a grey profile picture placeholder. The email field contains ".....@mymail.lausd.net" and the password field contains ".....". Below the password field is a blue "Sign in" button. At the bottom left of the form is a checked checkbox for "Stay signed in" and a link for "Need help?". Below the form is a link for "Create an account".



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



**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, or option 4 and 1.