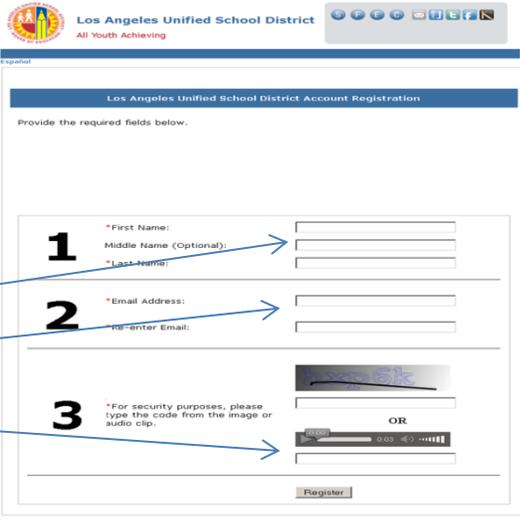
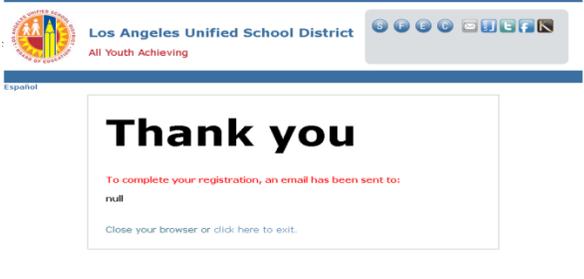
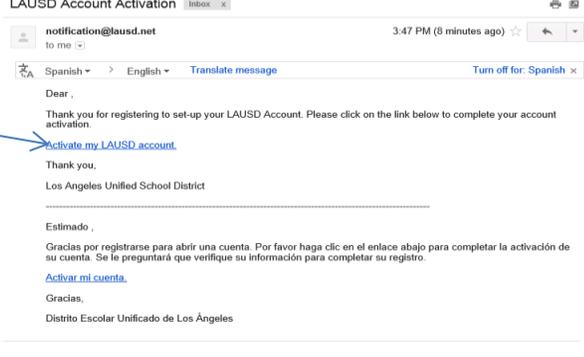
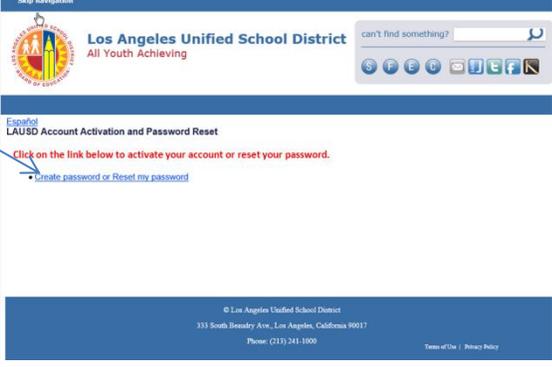
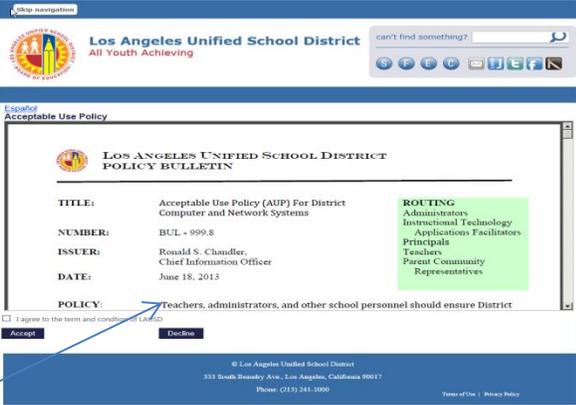
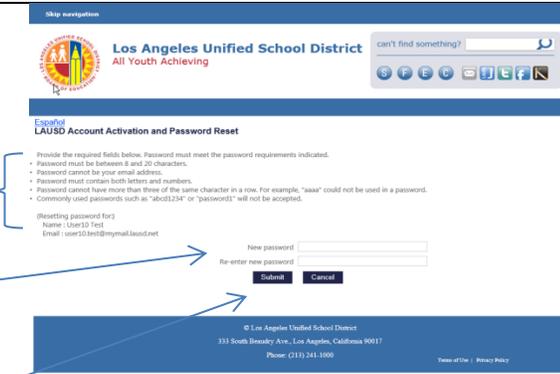
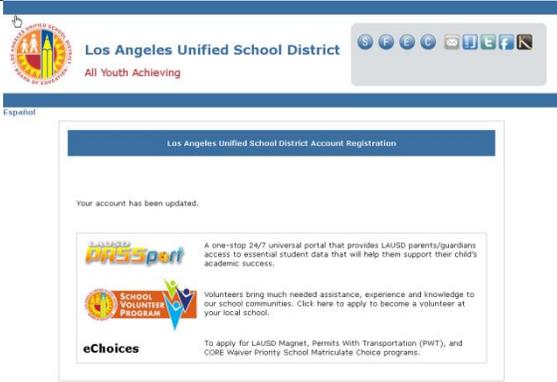


This Quick Guide provides a step-by-step review of the registration process. Also included is a **Troubleshooting page** for use when assisting parents with the registration process.

Step #	Step	Screen shot	Comments
1	<p>Register for an LAUSD Account.</p> <p>Provide all of the required information:</p> <ul style="list-style-type: none"> <li>• First and Last name.</li> <li>• Email address</li> <li>• Security image/audio</li> </ul>		<p><a href="http://passport.lausd.net">http://passport.lausd.net</a></p> <p>Link to Log in/Registration will also be on LAUSD Families website.</p> <p>LAUSD does not provide parents with email accounts.</p>
2	<p>Next: Check email for notification sent to complete account registration process.</p>		
3	<p>Check your email and activate your account by clicking on "Activate my LAUSD account."</p>		
4	<p>Click on "Create password or Reset my password."</p>		

<p>5</p> <p>Review the District’s Acceptable Use Policy (AUP).</p> <p>Next, click on box next to “I agree with the terms and conditions of LAUSD”</p> <p>Indicate whether you accept the conditions by clicking on “Accept” or “Decline”</p>			<p>Make sure you review the “Acceptable Use Policy (LAUP) for District Computer and Network Systems”</p> <p>If you select “Decline” you will not be allowed to create a LAUSD account.</p>
<p>6</p> <p>Read the instructions for creating an acceptable password</p> <p>Enter and re-enter new password</p> <p>Next: Click “Submit”</p>			<p>Before submitting your new password, make sure your username and email address are correct.</p>
<p>7</p> <p>You will receive notification that your LAUSD Account is Activated.</p>			

<p>8</p>	<p>You can now use your password and email to log-in to any of the programs on the screen.</p>		
<p>9</p>	<p>END</p>		

## TROUBLESHOOTING FOR PARENTS/GUARDIANS

Registering for LAUSD Account	
Issue	Resolution
You have entered all of the information required to register for an LAUSD Account but cannot register...	<ol style="list-style-type: none"> <li>1. Make sure you have entered a working email address.</li> <li>2. Make sure what you entered for the security image/audio is correct.</li> <li>3. If both are accurate, try using a different browser.</li> <li>4. If you are still unable to register, please call the LAUSD PASSport Helpline at (323) 224-2402.</li> </ol>
After entering all information, you received notification that you were sent an email to activate your LAUSD account but did not receive it...	<ol style="list-style-type: none"> <li>1. Check your “junk email” box and make sure it is not in there.</li> <li>2. If you still did not receive the activation email, please call the LAUSD PASSport Helpline at (323) 224-2402.</li> </ol>
You have received the activation email but the “Create password or Reset my password” link is not working...	<ol style="list-style-type: none"> <li>1. Try using a different browser.</li> <li>2. If the link is still not working, please call the LAUSD PASSport Helpline at (323) 224-2402.</li> </ol>
You have entered and re-entered your password but cannot continue with the registration process...	<ol style="list-style-type: none"> <li>1. Make sure you have read all of the instructions for creating a password and following accordingly.</li> <li>2. If you have followed the instruction accordingly but you still cannot continue, try using another browser.</li> <li>3. If you still cannot continue, please call the LAUSD PASSport Helpline at (323) 224-2402</li> </ol>