PURPOSE

This job aid will provide steps to add/link students to parent/guardian account so that parent can access and monitor student's data.

BEFORE YOU GET STARTED

- You must have an existing account in the Parent Portal. (Refer to job aid for creating an account in the Parent Portal.)
- You must know your student's District ID No. (This can be found on student report card, transcripts, or you can contact the student's school.)
- You must request a Personal Identification Number (PIN) for each student from their school of attendance. (Refer to the letter mailed home containing this information or visit the office for each child's school of attendance)
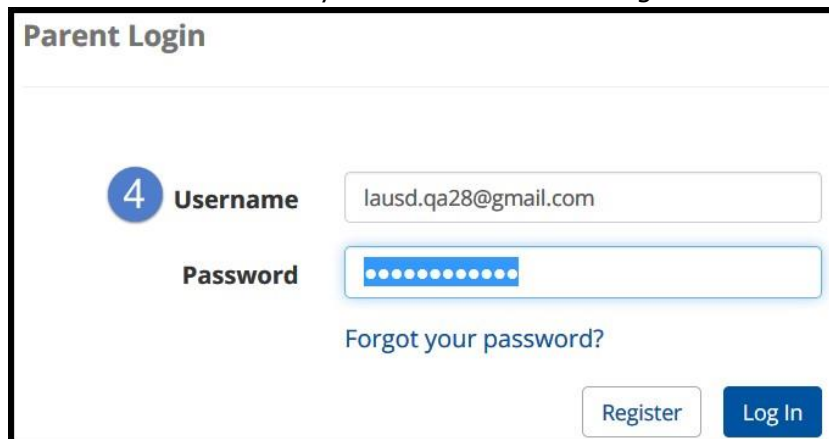
LOG IN

Step 1: Go to https://parentportal.lausd.net **Step**

2: Click on "**Login Register**".
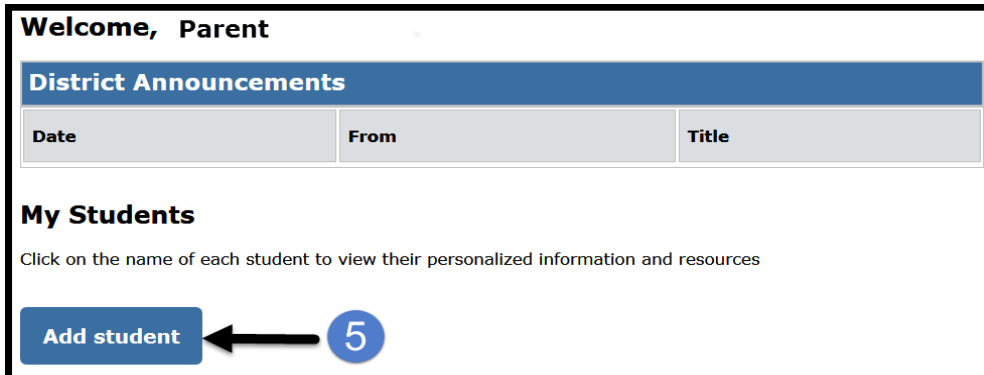
Step 3: Click on **Parent Login**.

Step 4: **Username** is email address you used for account registration

PROCEDURE

ADD STUDENT

Step 5: In the My Students section, click on **Add student**.

Welcome, Parent

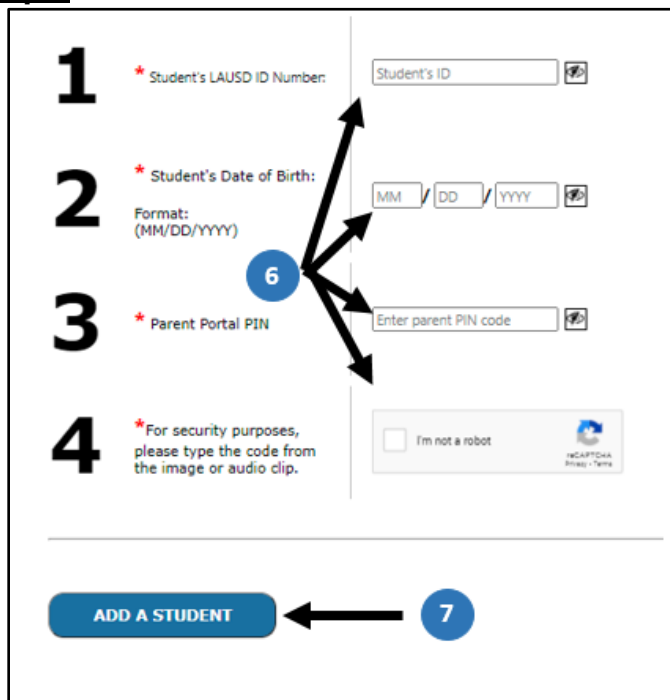| District Announcements		
Date	From	Title

My Students

Click on the name of each student to view their personalized information and resources

Add student ← ⑤

Step 6: Enter the required fields: **Student's LAUSD ID Number**, **Student's Date of Birth**, **PIN**, **and type code from the image or audio clip.**

Step 7: Click on **Add Student**.

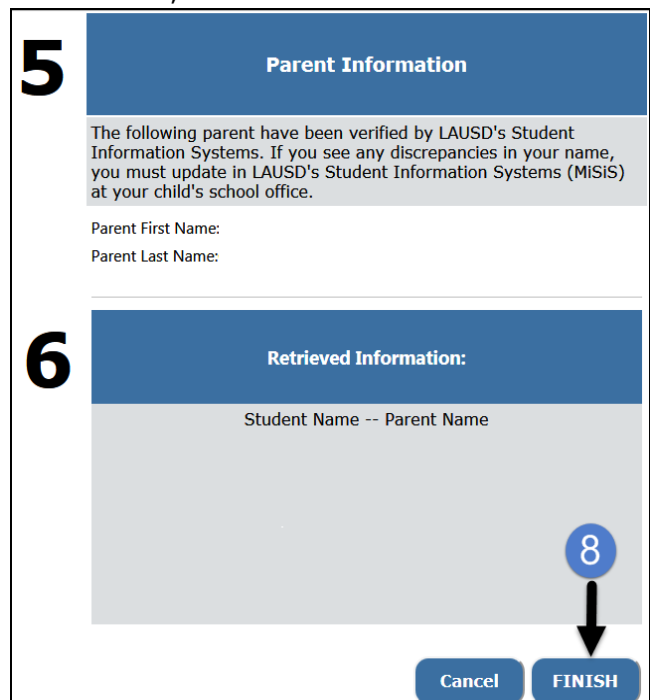**Step 8**: If Parent Information and Retrieved Information is correct, click on **Finish**.

1 * Student's LAUSD ID Number: [Student's ID]

2 * Student's Date of Birth:
Format: (MM/DD/YYYY)
[MM] / [DD] / [YYYY]

⑥

3 * Parent Portal PIN
[Enter parent PIN code]

4 *For security purposes, please type the code from the image or audio clip.
☐ I'm not a robot reCAPTCHA

ADD A STUDENT ← ⑦

5 **Parent Information**

The following parent have been verified by LAUSD's Student Information Systems. If you see any discrepancies in your name, you must update in LAUSD's Student Information Systems (MiSiS) at your child's school office.

Parent First Name:
Parent Last Name:

6 **Retrieved Information:**

Student Name -- Parent Name

⑧

Cancel   **FINISH**

You will see a list of all students linked to your account.

NOTE: A maximum of four (4) students can been added to an account. If you try to add additional students, an error message displays directing you to go to the Main Office of the student's school for assistance.

The number of students that can be associated to an account has been reached. In order to add more students to this account, please visit the main office of the student's school for assistance.