LAUSD PASSport Quick Guide – Resetting an LAUSD Account Password

This Quick Guide provides instructions for resetting an LAUSD Account password.

http://passportapp.lausd.net/parentaccess/

**Step 1** – Select the **Forgot My Password** link on the login screen.

**Step 2** – Choose the **Create Password or Reset My Password** link.

**Step 3** – Review the District’s Responsible Use Policy (RUP). Check the box next to “I agree with the terms and conditions of LAUSD.” Indicate whether you accept the conditions by clicking on the **Accept** button or the **Decline** button. You will not be able to create a PASSport account if you do not agree to the RUP terms and conditions.
Step 4 – Enter your email address and click the Submit button.

Step 5 – An activation email will be sent to your email account.

Step 6 – Check your email and activate your account by selecting the Reset my LAUSD Account Password link.

Dear [User Name],

You have requested to have your LAUSD account password reset. Please click on the link below to reset your password.

Reset my LAUSD account password

Thank you,

Los Angeles Unified School District

Estimado [Nombre de usuario],

Usted ha solicitado que la contraseña para su cuenta de LAUSD sea reconfigurada. Por favor haga clic en el enlace incluido seguidamente para reconfigurar su contraseña.

Reconfigurar la contraseña de mi cuenta de LAUSD

Gracias,

Distrito Escolar Unificado de Los Ángeles
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Step 7 – Read the instructions for creating an acceptable password. Enter the password twice and then choose the Submit button.

Step 8 – You will receive notification that your LAUSD Account password has been reset.

Step 9 – You can now use your password and email to login to any of the programs on the screen.