

LAUSD PASSport Instructions for PARENTS

1. Have an email account and know your students district ID number (from student ID cards or report cards).
2. Go to <http://passport.lausd.net>
3. Click on "LOGIN REGISTER"
4. Choose option #4 "Register for and Account"
5. Fill out the required information and click "Register"
6. Open up your personal email account and look for a confirmation email from PASSport. You need this email to activate your account.
7. Click on the link in your confirmation email and create a new password for your PASSport account.

Link your child to your account

1. Log in to PASSPORT <http://passport.lausd.net>
2. Provide the requested information and click "ADD A STUDENT"
3. Identify yourself by selecting your name and click "THIS IS ME"
4. Click "FINISH"
5. Repeat these steps for each child attending LAUSD schools

To Get to Schoology

1. From PASSport, click on "MONITOR AND ASSIGNMENTS"
2. Click on your child's course

ADDITIONAL PARENT RESOURCES

1. Go to <https://achieve.lausd.net/Page/11582>
2. On the right side of the page, click on the various links:

PASSport/Schoology Reference Documents

Getting to Schoology from PASSport [English Spanish](#),
Changing Languages in Schoology [English Spanish](#)
Schoology Main Screen [English Spanish](#)
Toggle Between Views in Schoology [English Spanish](#)
Changing PASSport Email [English Spanish](#)
Viewing Student Grades in Schoology [English Spanish](#)
Viewing Calendars in Schoology [English Spanish](#)
Schoology Messaging [English Spanish](#)
Schoology Notifications [English Spanish](#)
PASSport Registration for Parents and Guardians Quick Guide [English Spanish](#)
PASSport Linking and Removing Students Quick Guide [English Spanish](#)