

# STUDENT SSO

SET UP/RESET

# Teacher Steps

**Get Data**

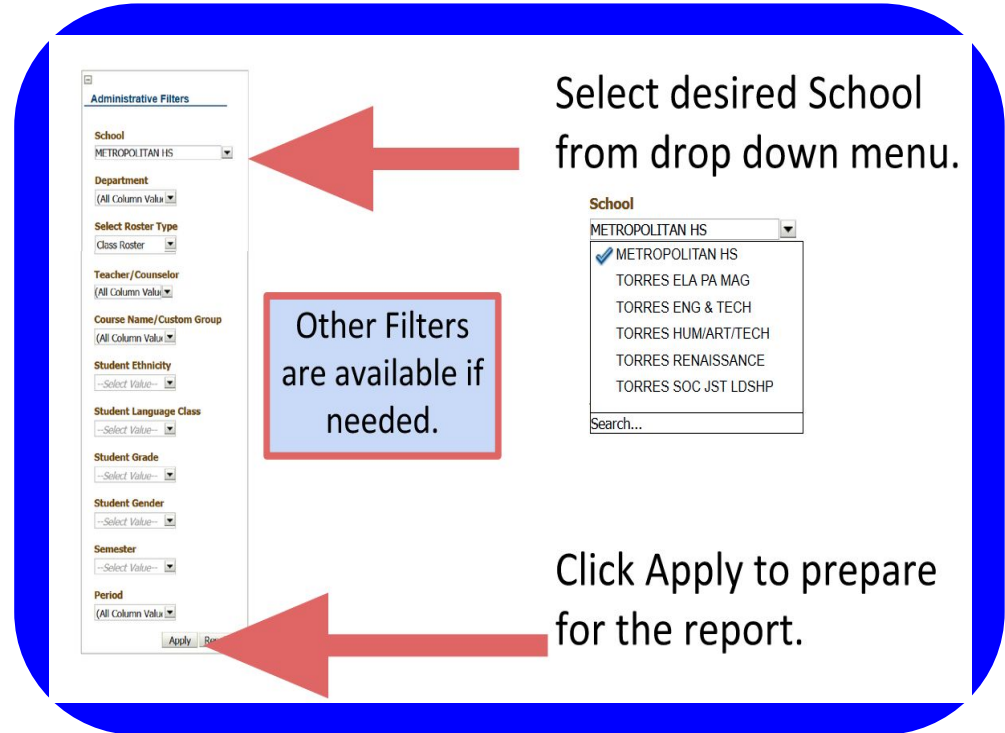
# MyMail PIN

- Go to:  
**GetData.lausd.net**
- Select:  
**Current Year Data**
- Select:  
**Email/Account Roster**

The screenshot shows a web interface with a dropdown menu. The dropdown menu is open, showing three options: "My Students, Current Year Data", "My Students, Prior Year Data", and "My Former Students, End-of-Year". A red arrow points to the "My Students, Current Year Data" option with the text "Expand this Drop Down Menu". Below this, the "My Students, Current Year Data" option is selected, and a sub-menu is displayed. The sub-menu contains a list of items: "Class Roster", "Core Subjects, Secondary", "EL Monitoring", "Alert Reports", "Discipline Referrals", "Email / Account Roster", and "Fitness gram Results, Grade 10-12". A red arrow points to the "Email / Account Roster" item with the text "Click on Email/Account Roster".

# MyMail PIN

- Select Desired School
- Select Other Desired Filters



The screenshot shows the 'Administrative Filters' window. The 'School' dropdown menu is open, showing a list of schools with 'METROPOLITAN HS' selected. A red arrow points from the text 'Select desired School from drop down menu.' to the 'School' dropdown. Another red arrow points from the text 'Click Apply to prepare for the report.' to the 'Apply' button at the bottom of the window. A blue box with a red border contains the text 'Other Filters are available if needed.' with a red arrow pointing to the other filter options in the window.

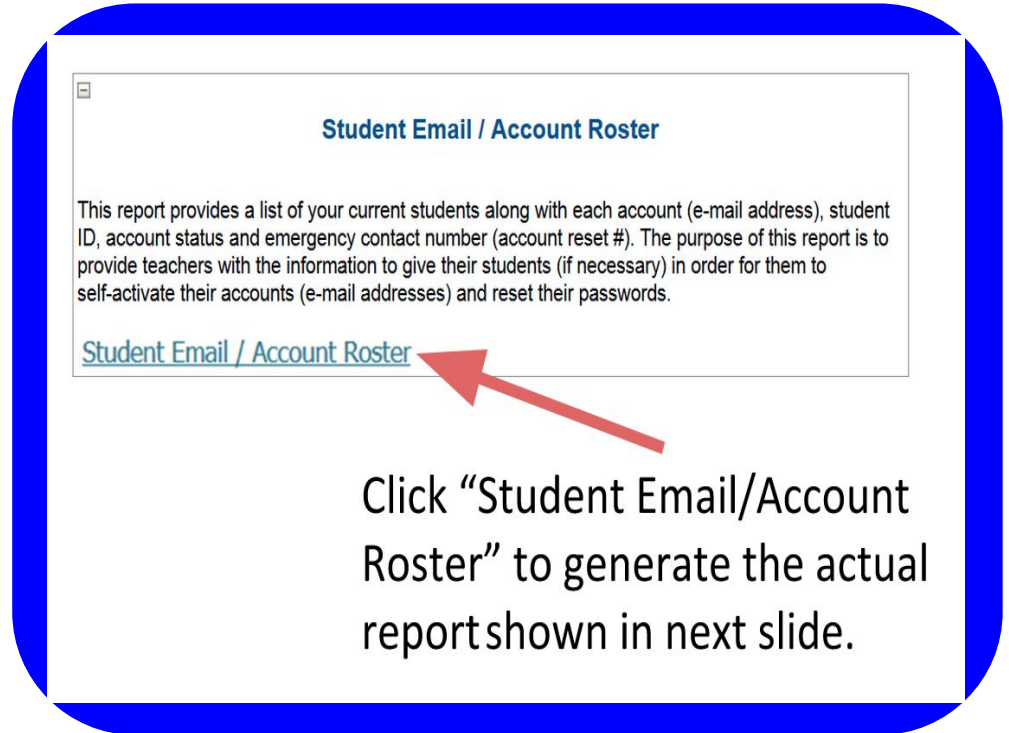
Select desired School from drop down menu.

Other Filters are available if needed.

Click Apply to prepare for the report.

# MyMail PIN

- Select: **Student Email/Account Roster**



**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](#)

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

# MyMail PIN Sample

Here is a sample generated list with data obscured.

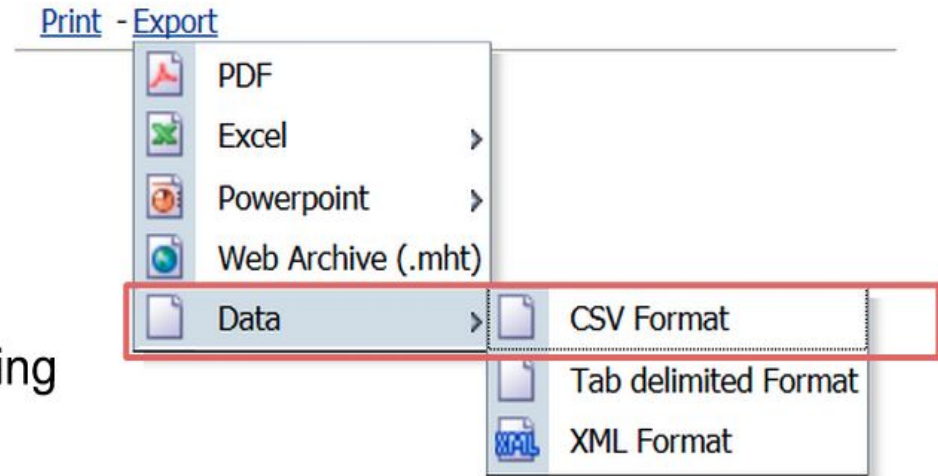
Cost Center Code	Student Name (Last, First)	Student District ID	Account (Email)	Account Status	ECN #	Student PIN
1860601	ALVARADO, ANTONIO	000000000	xxxxxx001@mymail.lausd.net	DISABLED	000000000	2624
1860601	ALVARADO, ELIZABETH	000000000	xxxxxx002@mymail.lausd.net	ENABLED	000000000	5087
1860601	ALVARADO, LORETHA	000000000	xxxxxx003@mymail.lausd.net	DISABLED	000000000	6117
1860601	ALVAREZ, DEBORAH N.	000000000	xxxxxx004@mymail.lausd.net	DISABLED	000000000	2277
1860601	ALVAREZ, JAMES	000000000	xxxxxx005@mymail.lausd.net	DISABLED	000000000	5405
1860601	ALVAREZ, ANNE	000000000	xxxxxx006@mymail.lausd.net	DISABLED	000000000	4849
1860601	ALVAREZ, ANDREW E.	000000000	xxxxxx007@mymail.lausd.net	DISABLED	000000000	4921
1860601	ALVAREZ, SHERRY C.	000000000	xxxxxx008@mymail.lausd.net	DISABLED	000000000	1239
1860601	ALVAREZ, STEVE L.	000000000	xxxxxx009@mymail.lausd.net	DISABLED	000000000	3123
1860601	ALVAREZ, HERBERTO	000000000	xxxxxx010@mymail.lausd.net	DISABLED		2599
1860601	ALVAREZ, ANTONIO	111000000	xxxxxx011@mymail.lausd.net	ENABLED	000000000	3795
1860601	ALVAREZ, VERONICA	000000000	xxxxxx012@mymail.lausd.net	DISABLED	000000000	9474
1860601	ALVARADO, ELIZABETH A.	000000000	xxxxxx013@mymail.lausd.net	DISABLED	000000000	2136
1860601	ALVARADO, ALTA A.	000000000	xxxxxx014@mymail.lausd.net	DISABLED	000000000	8937
1860601	AMARAL, JAMES W.	000000000	xxxxxx015@mymail.lausd.net	DISABLED	000000000	7067
1860601	AMARAL, MARCELO J. BRUNO	000000000	xxxxxx016@mymail.lausd.net	DISABLED	000000000	5483
1860601	ANDERSON, DEBORAH A.	000000000	xxxxxx017@mymail.lausd.net	ENABLED	000000000	3902
1860601	ANDERSON, DEBORAH A.	000000000	xxxxxx018@mymail.lausd.net	ENABLED	000000000	4000

Scroll to bottom of the report screen to see Print and Export Options.

# MyMail PIN 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.



# Student Steps

Password Setup




# Password Setup

- Open Browser
- Go to:  
**MyLogin.lausd.net**
- Select: **Student**

[Español](#)

Welcome to LAUSD  
Select Your Role

- [Student](#) 
- [Parent/Volunteer](#)
- [Employee](#)
- [Contractor, Community Members, Charter School Employees](#)
- [Account Administrator Login](#)

# Password Setup

- 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](#)



# Password Setup

- Read the RUP
- Select: **Agree**
- Select: **Accept**

The screenshot shows the LAUSD Acceptable Use Policy page. At the top right, there is a "Home" link. Below it, the title "LAUSD Acceptable Use Policy" is followed by a red "1" and a "Read this" link. The page content is organized into sections: TITLE, NUMBER, ISSUER, DATE, POLICY, MAJOR CHANGES, and BACKGROUND. A green box on the right side lists the routing recipients: Administrators, Instructional Technology, Applications Facilitators, Principals, Teachers, Parent Community, and Representatives. At the bottom, there is a checkbox for "I agree to the term and conditions of the LAUSD Acceptable Use Policy." and two buttons: "Accept" and "Decline". Red arrows and numbers 2 and 3 point to the checkbox and the "Accept" button, respectively.

LAUSD Acceptable Use Policy [1 Read this](#) [Home](#)

**TITLE:** Acceptable Use Policy (AUP) For District Computer and Network Systems

**NUMBER:** BUL - 999.8

**ISSUER:** Ronald S. Chandler, Chief Information Officer

**DATE:** June 18, 2013

**POLICY:** 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.

**MAJOR CHANGES:** 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.

**BACKGROUND:** 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.

**2** **3**

**ROUTING**  
Administrators  
Instructional Technology  
Applications Facilitators  
Principals  
Teachers  
Parent Community  
Representatives

**Accept** **Decline**

# Password Setup

- Input: **“District ID”**
- Input: **“Date of Birth**
- Input: **“PIN”**
- Select: **Next**

LAUSD SSO Account Administrator Login.

District Id 1 →

Birth Date 2 →  (ex mm/dd/yyyy)

Student PIN 3 →

4 →

The image shows a login form for LAUSD SSO Account Administrator. It has three input fields: District Id, Birth Date, and Student PIN. The Birth Date field has a hint '(ex mm/dd/yyyy)'. Below the input fields are two buttons: 'Next' and 'Cancel'. Red arrows and numbers 1 through 4 indicate the sequence of steps: 1 points to District Id, 2 to Birth Date, 3 to Student PIN, and 4 to the Next button.

# Password Setup

- Input a secure password
- Re-enter secure password
- 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 : ██████████

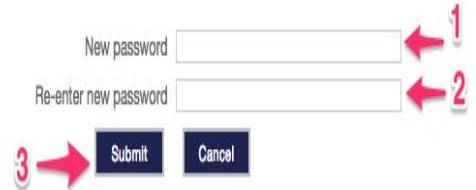
Email : ██████████

New password

Re-enter new password

**Submit**

**Cancel**

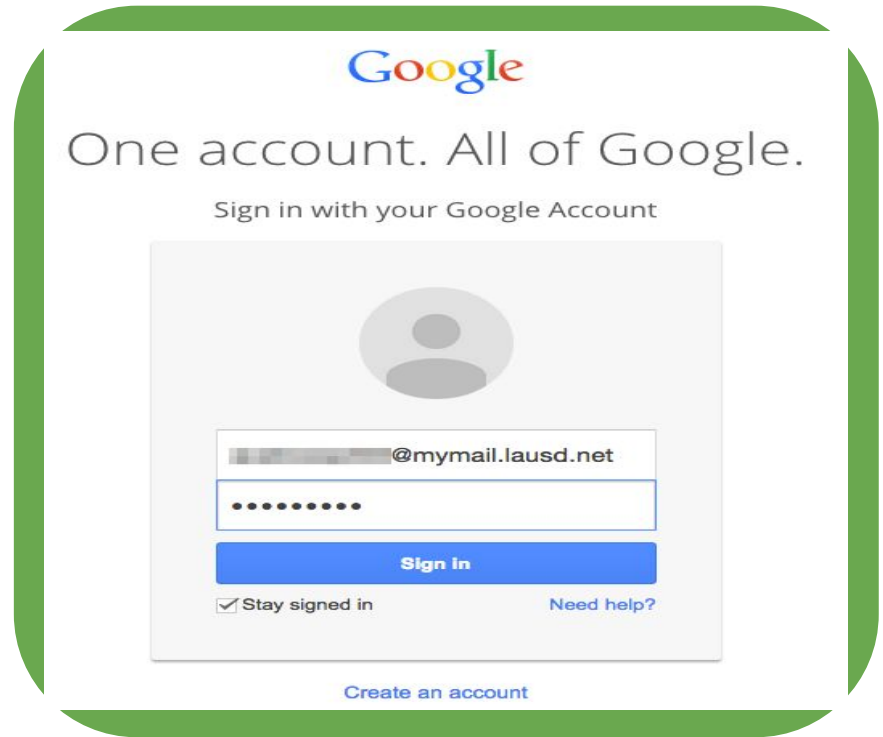


# Student Steps

**Verification & Mail App Setup**

# Verify MyMail

- Open Browser
- Go to:  
**accounts.google.com**
- Input: **full email and password**



# Verify MyMail

- Input the Captcha
- Select: **I accept. Continue to my account.**

## Welcome to your new account

Welcome to your new account: [redacted]@mymail.lausd.net. Your account is compatible with many [Google services](#), but your mymail.lausd.net administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your [\[redacted\]@mymail.lausd.net](#) account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the Google Apps [core suite](#) of messaging and collaboration applications, your use of those services is governed by your organization's Google Apps agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your [\[redacted\]@mymail.lausd.net](#) account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).



Type the text:

C 🔊 ?

**I accept. Continue to my account.**

Cancel



# Verify MyMail

- If you see your contact page, you're done!

