STUDENT SSO

SET UP/RESET

Teacher Steps

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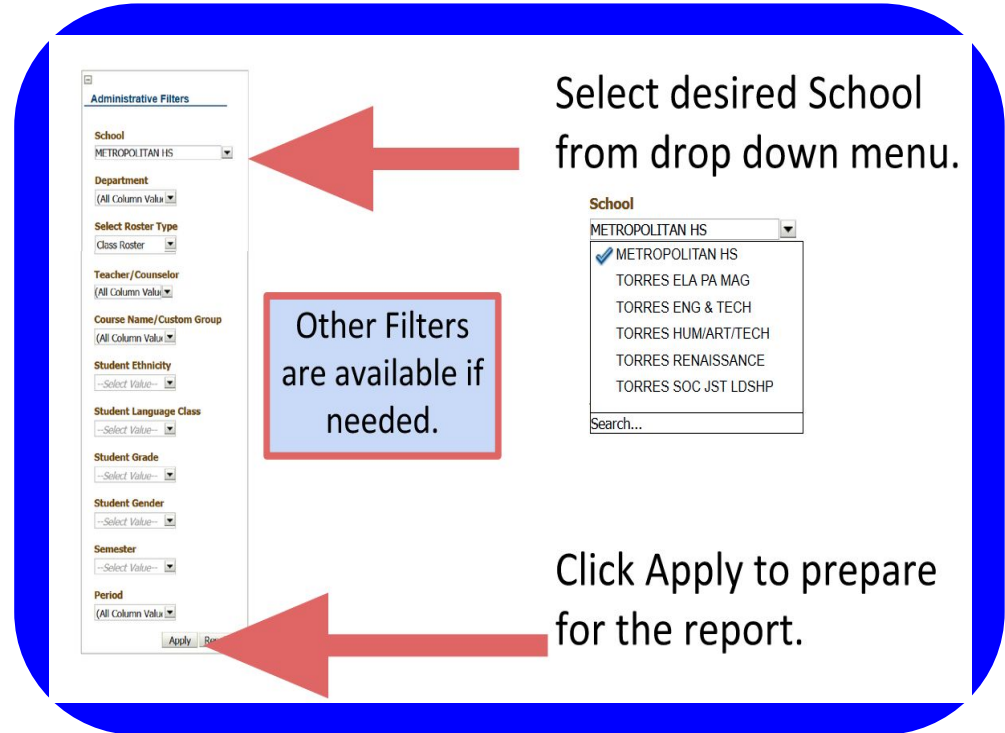
- Go to:
  GetData.lausd.net
- Select:
  Current Year Data
- Select:
  Email/Account Roster

MyMail PIN

- Select Desired School
- Select Other Desired Filters

Administrative Filters

School
METROPOLITAN HS

Department
(All Column Value)

Select Roster Type
Class Roster

Teacher/Counselor
(All Column Value)

Course Name/Custom Group
(All Column Value)

Student Ethnicity
--Select Value--

Student Language Class
--Select Value--

Student Grade
--Select Value--

Student Gender
--Select Value--

Semester
--Select Value--

Period
(All Column Value)

Apply

Select desired School from drop down menu.

School
METROPOLITAN HS
✔ METROPOLITAN HS
TORRES ELA PA MAG
TORRES ENG & TECH
TORRES HUM/ART/TECH
TORRES RENAISSANCE
TORRES SOC JST LDSHP
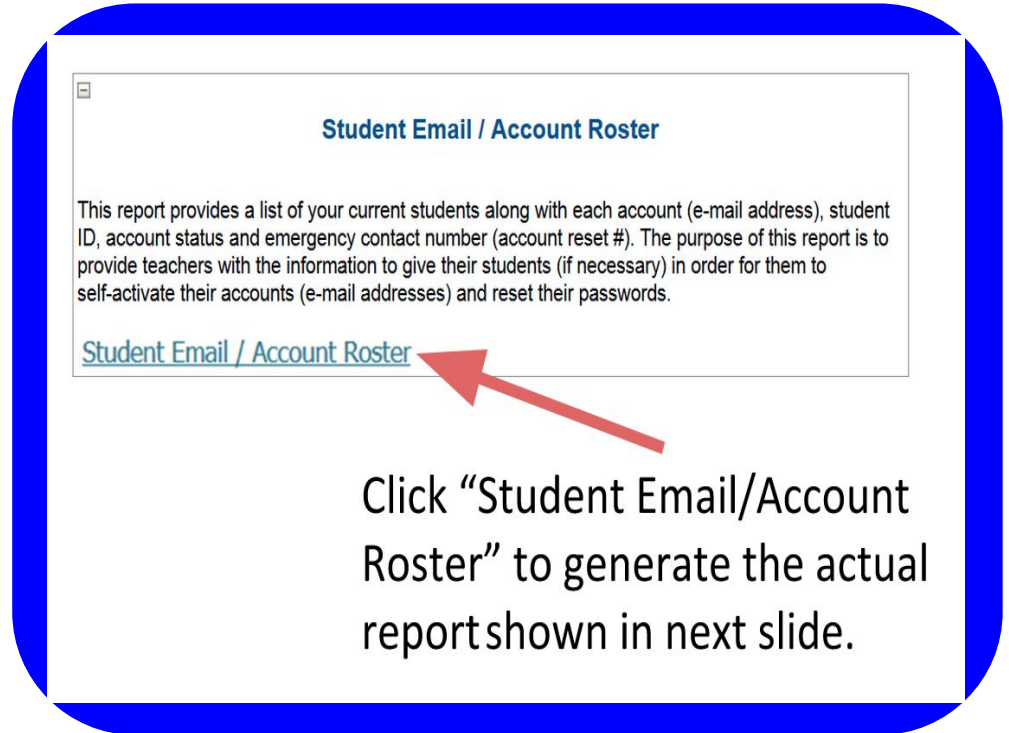Search...

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				DISABLED		2624
1860601				ENABLED		5167
1860601				DISABLED		6117
1860601				DISABLED		2277
1860601				DISABLED		5405
1860601				DISABLED		4849
1860601				DISABLED		4921
1860601				DISABLED		1239
1860601				DISABLED		3123
1860601				DISABLED		2109
1860601				ENABLED		1295
1860601				DISABLED		9474
1860601				DISABLED		2116
1860601				DISABLED		8067
1860601				DISABLED		7067
1860601				DISABLED		1483
1860601				ENABLED		1002
1860601						

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

MyMail PIN Data

Various Export Options

Print - Export

📕	PDF	
📊	Excel	▶
📙	Powerpoint	▶
🌐	Web Archive (.mht)	
📄	Data	▶

📄	CSV Format
📄	Tab delimited Format
📄	XML Format

Data can be exported and manipulated in Excel or Numbers, Word, etc. Be aware you are working with confidential information here.
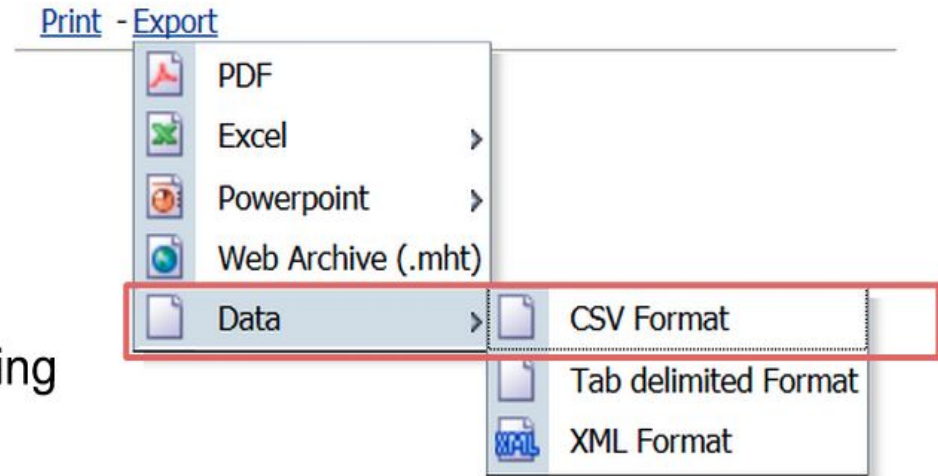
Student Steps

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**

Password Setup

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

Password Setup

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

Password Setup

- Input a secure password
- Re-enter secure password
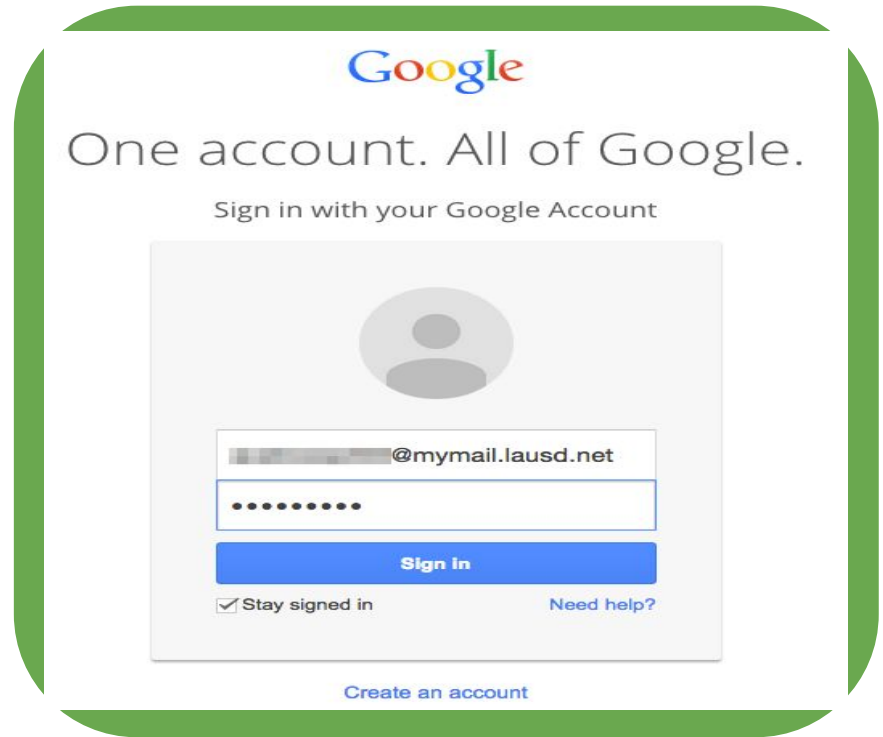- Select: **Submit**
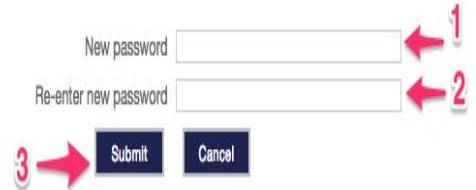
Student Steps

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: ████████@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 ████████@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 ████████@mymail.lausd.net account works and agree to the Google Terms of Service and the Google Privacy Policy.

Type the text:

I accept. Continue to my account.   Cancel

Verify MyMail

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