

PURPOSE

Beginning in early October 2018, parents and guardians of LA Unified students with an existing account will need to perform a one-time validation of a Personal Identification Number (PIN) code for students linked to their Parent Portal accounts. These PIN codes will be sent in the mail to parents with existing accounts or can be obtained at the office of each child's school of attendance. A separate PIN will be required for each student linked to each parent account.

This job aid will provide steps for validating PIN codes.

BEFORE YOU GET STARTED

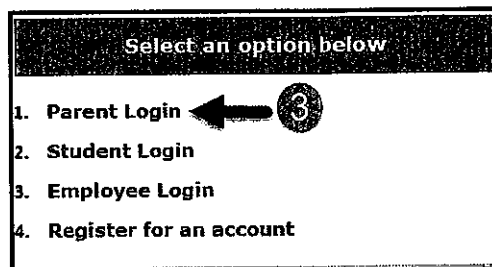
- You must have an existing account in the Parent Portal.
- You must know your student's District ID No. (This is printed on student report cards or transcripts, or you can contact the student's school.)
- You must have received a Personal Identification Number (PIN) code in the mail. If not, your student's school can provide it.

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.

Parent Login

4 **Username**



Password

[Forgot your password?](#)





PROCEDURE

VALIDATE PIN

Students with a  next to their name or  in the Verified column need to have the PIN Code validated. If you click on either icon you will see the following message informing you that the student's record has been disabled for security reasons. **To close the message, click on the OK button.**

NOTE: This one time PIN Code validation must be completed before Nov. 30, 2018.

	Student 1	123456789	Canoga Park Senior High	11	Y	Remove	 Verify PIN
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Access to this student's records has been disabled for security reasons. Please verify the Personal Identification Number (PIN) for this student to continue. To obtain your PIN(s), please refer to the letter containing this information or visit the office for each child's school of attendance.

OK

Step 5: Click on **Verify PIN** for each student listed.

Welcome, Parent



District Announcements

Date	From	Title
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My Students

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

Add student

Student Name	Student ID	School	Grade	Enrollment Status	Remove	Verified
 Student 1	123456789	Canoga Park Senior High	11	Y	Remove	 Verify PIN

5 ↓



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

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

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

The Verified column should now have a "Y" indicating the verification.

My Students						
Click on the name of each student to view their personalized information and resources						
Add student						
Student Name	Student ID	School	Grade	Enrollment Status	Remove	Verified
Student 1		Canoga Park Senior High	11	y	Remove	Y

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)

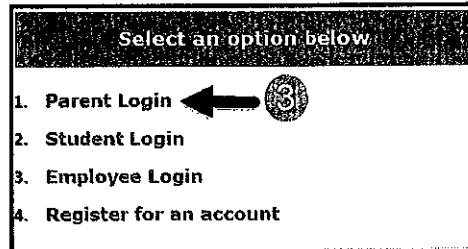
LOG IN

Step 1: Go to <https://parentportal.lausd.net>

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Parent Login

4 Username

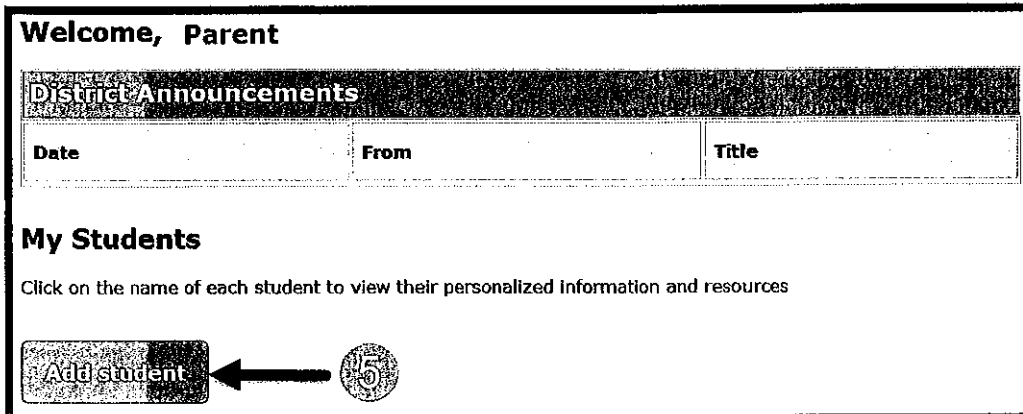
Password

[Forgot your password?](#)

PROCEDURE

ADD STUDENT

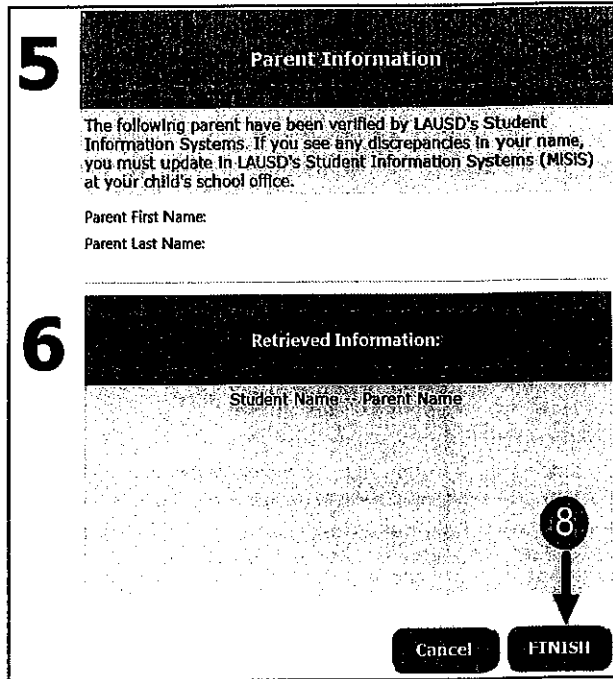
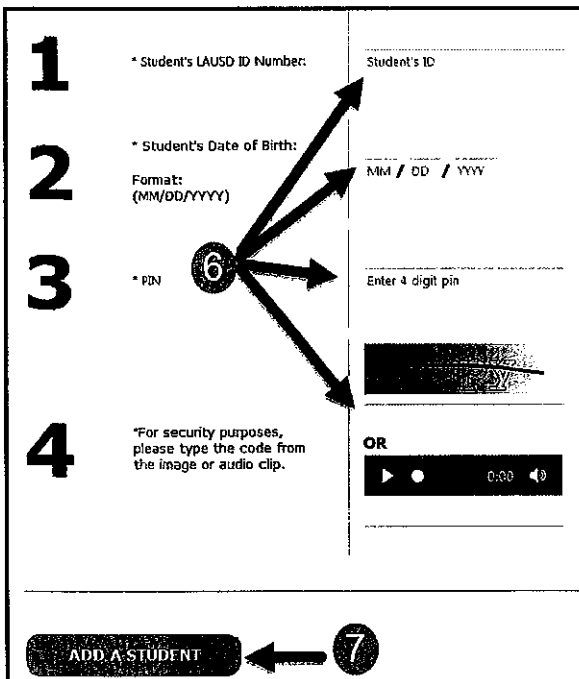
Step 5: In the My Students section, click on **Add student**.

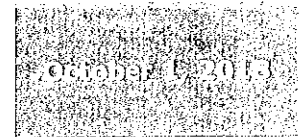


Step 6: Enter the required fields: **Student's LAUSD ID Number, Student's Date of Birth, PIN, and type code from the image or audio clip.**

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

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





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

My Students

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

Add student

Student Name	Student ID	School	Grade	Enrollment Status	Remove	Verified
Student 1		San Jose Street Elementary	1	Y	Remove	Y

NOTE: A maximum of four (4) students can be 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.

Español
PASSport Student Retrieval

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.

• Instructions:
1. Provide the requested information below and click "ADD A STUDENT"
2. Click on "FINISH" to finish selecting your student.
Please click [here](#) for help.

1 * Student's LAUSD ID Number

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

3 * PDI:

4 *For security purposes, please type the code from the image or audio clip.
OR

5 Parent Information

6 Retrieved Information:
Student Name - Parent Name

ADD A STUDENT
Cancel FIN



Español
PASSport Student Retrieval

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.



PURPOSE

This quick guide instructs **school-based staff** in the processes required to support parents and guardians with Parent Portal access and managing account details.

WHO CAN PERFORM THE TASK(S)?

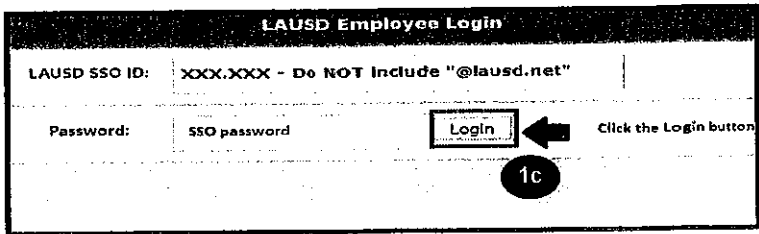
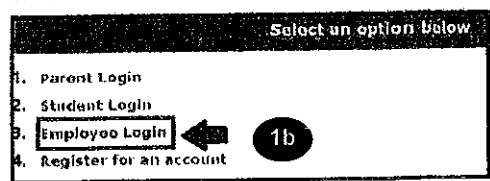
School-based employees with the **Parent Access Account Administrator** user role may perform the tasks in this guide. Designees may request access through EZ Access (<https://ezaccess.lausd.net>) and must be approved by their site administrator.

BEFORE YOU GET STARTED

- Effective **October 1, 2018**, access to student data for **existing** parents/guardians must be verified with a PIN code – letters sent home include the assigned PIN code. The code requires verification in the Parent Portal during a 60-day grace period. School staff may also generate a printout of the assigned code(s).
- Ensure that you have the correct **user role** in the Parent Portal. To request access, log into the **EZ Access Request System** via the following URL: <https://ezaccess.lausd.net>, and select **Parent Portal** from the list of applications.
- Verify that any parent requesting a Parent Portal account is **flagged in MiSIS** as the student's **legal guardian** in his/her profile, and that the student is **actively enrolled** in your school.
 - If a parent is **also an employee** of L.A. Unified, s/he must use a **non-LAUSD email address** to establish **parent** access to the Parent Portal.
 - To flag a parent as a legal guardian in **MiSIS**, access the following **URL**: <http://misis.lausd.net/start>, login via **SSO** and choose the appropriate user role, and select the **Parent/Guardian** tab from the **Enrollment** sub menu of a student's profile.
 - For assistance with MiSIS procedures, please refer to the **Enrollment Job Aid** located on the MiSIS website via the following URL: <http://misis.lausd.net>.
- Download a copy of the **Registered Parents Report** from **FOCUS** via the following **URL**: <http://focus.lausd.net>. From the Welcome page, select the **Operations** Analytic Area and the **Parent Portal** option. If necessary, click on the **Parent Portal Campus View** dashboard link.

LOG IN

- Step 1a** Access the **Parent Portal** via the following **URL**: <https://parentportal.lausd.net>, and click the **Login** **Register** button.
- Step 1b** Select the **Employee Login** link from the landing page.
- Step 1c** **Login** using your **single sign-on (SSO)** credentials.



Disclaimer: The information contained in this job aid may not be current if viewed from another central office website. The quick guides found on the Parent Portal website (<http://passport.lausd.net>) contain the most current information and are approved. Changes to the Parent Portal application were accounted for in preparing the documents for the Parent Portal site. Quick guides and job aids found on other department websites may not reflect the same steps currently posted to the Parent Portal website and may not contain up-to-date information.



FIND A STUDENT TAB

- Step 2a** Click on the **Find a Student** tab.
- Step 2b** Type in the **Student ID** and click on the **Search** button.

Parent Portal

Espanol Logout

Welcome, School Employee

Employee Information

Name: School Employee
Employee Number: 01951999
Role: ADMIN
Authorized Cost Centers: Your assigned cost centers display [HERE](#)

User ID: school.employee
Email: school.employee@lausd.net
Job Code:
Job Description:

Find a Student Reporting Parent Search

2a

Student Search

Enter the student ID of the student for whom you wish to search. You will only be able to view information about students at schools for which you are authorized.

Student ID: Type the 10-character ID 2b

Student and parent data is accurate as of the preceding day. The message in red below indicates that either the Student ID entered is not valid (data entry may be incorrect), or the student is not actively enrolled at a cost center you have access to.

Student Search

Student not found or you are not authorized to view this student.

Enter the student ID of the student for whom you wish to search. You will only be able to view information about students at schools for which you are authorized.

Student ID:



The result below indicates a student who has at least one legal guardian with an assigned Personal Identification Number (PIN) code in the Parent Portal.

Step 3 To view student details, click on either the **First Name** or **Last Name** hyperlink.

Find a Student Reporting Parent Search

Student Search

Enter the student ID of the student for whom you wish to search. You will only be able to view information about students at schools for which you are authorized.

Student ID:

First Name	Middle Name	Last Name	Date of Birth	Student ID	School	Grade	Pin
NEW	3	STUDENT	02/30/2009	200099X199	Wonderful School	4	Pin Details

The student's Parent Portal Home Page displays with student and school information, and colorful icon buttons to resource areas within the portal.

MIDDLE's Home Page

Back Main Page

MIDDLE'S Information

Student Information

Name: MIDDLE STUDENT	Principal: ADMINISTRATOR, SITE	Telephone: (818) 243-2000
Student ID: 023007F123		
School: Marvelous School	Board Member: Kelly Gopez	Fax: (825) 241-5200
Grade: 6 Enrolled: Yes	Local District: NW	Website:
Emergency Card Information		

Step 4 To view details of PINs associated to a student's record, click on the **Pin Details** hyperlink.

Student Search

Enter the student ID of the student for whom you wish to search. You will only be able to view information about students at schools for which you are authorized.

Student ID: Search

First Name	Middle Name	Last Name	Date of Birth	Student ID	School	Grade	Pin
MIDDLE		STUDENT	02/30/2007	023907F123	Marvelous School		Pin Details

All flagged legal guardians display in a list by row. See below for details of row labels:

- **Student Name** – Name of student assigned to the Student ID entered.
- **Parent Name** – Each person flagged in MISIS as a legal guardian for the named student, displays in a separate row; in the example below, there is only one person flagged.
- **Pin** – The PIN code currently assigned to the parent/guardian listed.
- **Date Used** – The date and time the parent/guardian entered the PIN in the Parent Portal.
- **Action** – The task school staff can perform based on the use status of the PIN code.

In this example, the parent/guardian listed has been generated a PIN code, but has never used it because the "Date Used" field is blank. School staff would need to provide the PIN code to the parent for entry into the Parent Portal.

Step 5 Click on the **Print** hyperlink in the **Action** column.

A pop-up window displays with the names of both the student and parent, and the assigned PIN code. School staff can simply click on the "print" button to display the print dialog box and proceed.

Parents/Guardians have 60 days from 10/1/2018 to validate an assigned PIN code in the Parent Portal or access to the student account is disabled – the following message displays after the 60-day grace period expires:

Access to this student's records has been disabled for security reasons. Please verify the Personal Identification Number (PIN) for this student to continue. To obtain your PIN(s), please refer to the letter containing this information or visit the office for each child's school of attendance.



Once a student enrolls at the campus, the Parent Portal updates the information via an overnight process. Parents may opt to set up an account the same day of enrollment – school staff can import the parent record into the Parent Portal via the MISIS Lookup process.

Step 6 Click on the **MISIS Lookup** hyperlink.

Student Search

Enter the student ID of the student for whom you wish to search. You will only be able to view information about students at schools for which you are authorized.

Student ID: Search

First Name	Middle Name	Last Name	Date of Birth	Student ID	School	Grade	Pin
MIDDLE		STUDENT	02/30/2007	023907F123	Mervelous School	6	Pin Details

Student Name	Parent Name	Pin	Date Used	Action
MIDDLE STUDENT	LAUSD QA29	6250		Print 6

MISIS Lookup

In this example, there are two parents/guardians associated to the student. One already has an existing Parent Portal account, and the school staff needs to add the other parent/guardian.

Step 7 Click on the **Add To Parent Portal** hyperlink.

Pin Details

Student Name	Parent Name	Action
MIDDLE STUDENT	LAUSD QA29	Parent in Parent Portal
MIDDLE STUDENT	LAUSD QA30	Add To Parent Portal 7

Close



The system generated a new PIN code as shown below.

Student Name	Parent Name	Pin	Date Used	Action
MIDDLE STUDENT	LAUSD QA29	6250	2018-09-21 11:09:15.0	New Pin
MIDDLE STUDENT	LAUSD QA30	4046		Print

MISIS Lookup

PIN codes are single-use – once the parent/guardian validates it online, the Date Used column populates with the date and time. If there is inactivity on an account with a value in the Date Used column, it may be necessary to establish a new PIN code.

Step 8 Click on the **New Pin** hyperlink.

Student Name	Parent Name	Pin	Date Used	Action
MIDDLE STUDENT	LAUSD QA29	2635		Print
MIDDLE STUDENT	LAUSD QA30	4046	2018-09-22 11:09:15.0	New Pin

MISIS Lookup

Step 9 A warning message displays that a new PIN is required to validate access. Click on the **Continue** button to proceed.

Create New Pin

Warning, access to MIDDLE STUDENT in Parent Portal must be revalidated with new PIN. Click Continue to create new PIN.

Cancel Continue

A new PIN code displays in the **Pin** column and the **Date Used** column is blank again. School staff can click on the **Print** hyperlink to generate a printout for the parent/guardian, who can now log in to the Parent Portal to validate the PIN code.

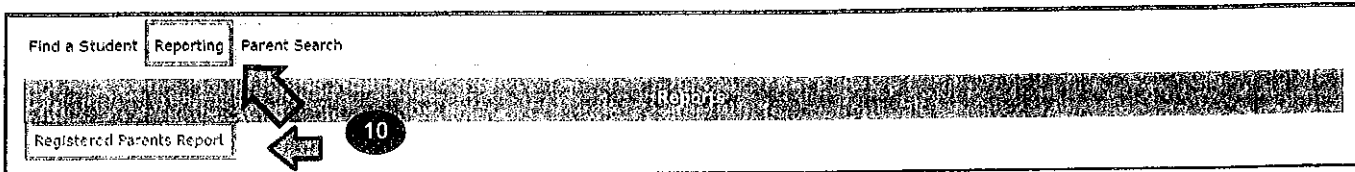
Student Name	Parent Name	Pin	Date Used	Action
MIDDLE STUDENT	LAUSD QA29	2635		Print
MIDDLE STUDENT	LAUSD QA30	1851		Print

MISIS Lookup

REPORTING TAB

The Reporting tab provides school staff with a jump link to the **Registered Parents Report**, available in the FOCUS platform.

Step 10 Click on the **Reporting** tab and select the **Registered Parents Report** hyperlink.



Either the **FOCUS Welcome Page** or the **SSO Login Page** will display, based on your current SSO login status.

Path to access in Focus: Focus Login > Operations > Parent Portal > Parent Portal Campus View

School Name	School Number	Cost Center Code	Local District	Board District	Total Students	Students With Registered Parent	Students with Registered Parent %
Wonderful School	9999	1999901	LOCAL DISTRICT X	6	359	209	58%
Grand Total					959	209	59%

A **user account** is required for FOCUS access. To request access, log into **EZ Access** at <http://ezaccess.lausd.net> and select the **Focus Reporting and Dashboards** application.



PARENT SEARCH TAB

The **Parent Search** tab allows school staff to search for parents by **email address** and/or **first and last name**.

Step 11a Click on the **Parent Search** tab.

Step 11b Type in the **email address** of the parent/guardian, or the **First and Last Name**. In this example, the **email address** is entered.

Step 11c Click on the **Search** Button.

The screenshot shows the 'Parent Search' tab selected in a navigation menu. Below the menu is a 'Search for a Parent' header. Underneath, there are two search options: 'Search by Parent Email' and 'Search by first name and last name'. In the 'Search by Parent Email' section, the email address 'lausd.qa29@gmail.com' is entered in a text box. In the 'Search by first name and last name' section, there are two text boxes labeled 'First Name *' and 'Last Name *', both containing the placeholder text 'first name' and 'last name' respectively. At the bottom left is a 'Clear' button, and at the bottom right is a 'Search' button. Arrows and callout boxes labeled '11a', '11b', and '11c' point to the 'Parent Search' tab, the email input field, and the 'Search' button respectively.



A record displays if the parent/guardian is registered in the Parent Portal. Records will also display if school staff imported a record via the MISIS Lookup process. A description of each column name is below:

- **Parent Email** – Account used to register for Parent Portal access
- **Parent Name** – First and Last Name of the parent/guardian
- **Active Flag** – Indicates if the parent/guardian is a registered user of the Parent Portal (Y/N)
- **Activate/Deactivate account** – The link displays Deactivate Account or Activate Account, based on the Active Flag status
- **Last Login Date** – The last date the parent/guardian logged into the Parent Portal account
- **View Students Associated** – Displays a list of students the parent/guardian associated to the account
- **Allow More Than 4 Students** – An override applied by school staff to allow a parent/guardian to associate more than 4 students to a single Parent Portal account

Parent Email	Parent Name	Active Flag	Activate/Deactivate account	Last Login Date	View Students Associated	Allow More Than 4 Students
lausd.qa29@gmail.com	LausdQA29	Y	Deactivate Account	09/21/2018	View students associated	Add Exception

School staff have the ability to activate a Parent Portal account. To deactivate an account, please call the ITD Helpdesk (213) 241-5200.

Step 12 Click on the **Activate Account** hyperlink.

Parent Email	Parent Name	Active Flag	Activate/Deactivate account	Last Login Date	View Students Associated	Allow More Than 4 Students
lausd.qa29@gmail.com	LausdQA29	Y	Activate Account	09/21/2018	View students associated	Add Exception

The message below displays at the top of the portal page. A new PIN code may be required based on the period of inactivity.

The parent account's activation status has been changed.

Step 13 Click on the **View students associated** hyperlink.

Parent Email	Parent Name	Active Flag	Activate/Deactivate account	Last Login Date	View Students Associated	Allow More Than 4 Students
lausd.qa29@gmail.com	LausdQA29	Y	Deactivate Account	09/21/2018	View students associated	Add Exception




A pop-up window displays with a list of students currently associated to the parent/guardian's account.

Student Name	JUNIOR STUDENT
Student ID	023002F999
School	Glorious School
Grade	11
Enrollment Status	Y
Student Name	MIDDLE STUDENT
Student ID	023007F123
School	Marvelous School
Grade	6

School staff must enter an **override exception** for parents/guardians who wish to associate **5 or more students** to their Parent Portal account.

Step 14 Click on the **Add Exception** hyperlink.

Parent Email	Parent Name	Active Flag	Activate/Deactivate account	Last Login Date	View Students Associated	Allow More Than 4 Students
lausd.qa28@gmail.com	LausdQA28	Y	Deactivate Account	09/21/2018	View students associated	Add Exception 

Please note that the when the hyperlink is clicked, the name does not change. Instead, one of two messages will display at the top of the portal page:

The parent account has been added as an exception.

The parent account already exists as a exception.