How to Access the Parent Portal

Part 1: Get an E-mail
You must first have an e-mail.
(G-mail, Yahoo, Hotmail; NOT LAUSD)

Part 2: Registering Your E-mail
Go to passport.lausd.net.
Click on: Register.
Click on: Register for an account.
Enter: Parent First Name.
Enter: Parent Last Name.
Enter: E-mail address twice.
Enter: Code for security purposes.
Click the “Submit” button.

Part 3: Activate Your LAUSD Account
Check your e-mail “Inbox”, “SPAM”, and “Clutter” folders for an e-mail from LAUSD.
Click on the blue hyperlink to activate your account to create a new password.
Login to passport.lausd.net with your newly-created password.

Part 4: Add Your Child to Your Account:
Click on: Add Student.
1) Enter: Student LAUSD District ID.
2) Enter: Student’s Birth Date: MM/DD/YYYY.
3) Enter: Parent PIN (from Parent Center).
4) Enter: Code or audio for security purposes. 
   Click on “Add Student”.
5) Your parent name should appear under “Parent Information”.
6) Click “Finish” under “Retrieved Information:”
7) Click on your child’s name (blue hyperlink).

Part 5: Accessing Schoology Through the Parent Portal (Passport)
1) Scroll down to the green “Grades & Assignment” icon.
2) Click on the blue hyperlink of any class and re-enter your password.
3) This will take you to the Schoology website.
4) Click on “Courses” and that will tell you your child’s current classes.
5) Once you connect your Parent Portal account to Schoology, you should be able to log into schoology.com directly using your e-mail and newly-created password.