

# 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](http://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](http://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 [schoolology.com](http://schoolology.com) directly using your e-mail and newly-created password.



Attendance



Grades & Assignments



EL Progress



Health & Wellness



Student Discipline



Preparing for High School



Standardized Testing



Special Education Services



Online Forms & Applications



Progress Towards Graduation



Emergency Card Information



Transportation and Bus routes