

## 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)

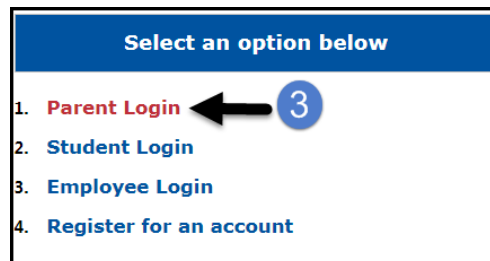
## LOG IN

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

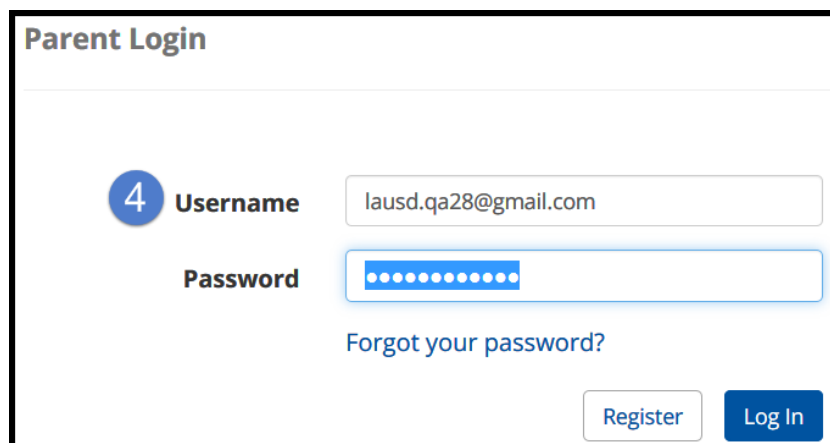
**Step 2:** Click on "Login Register".



**Step 3:** Click on **Parent Login**.



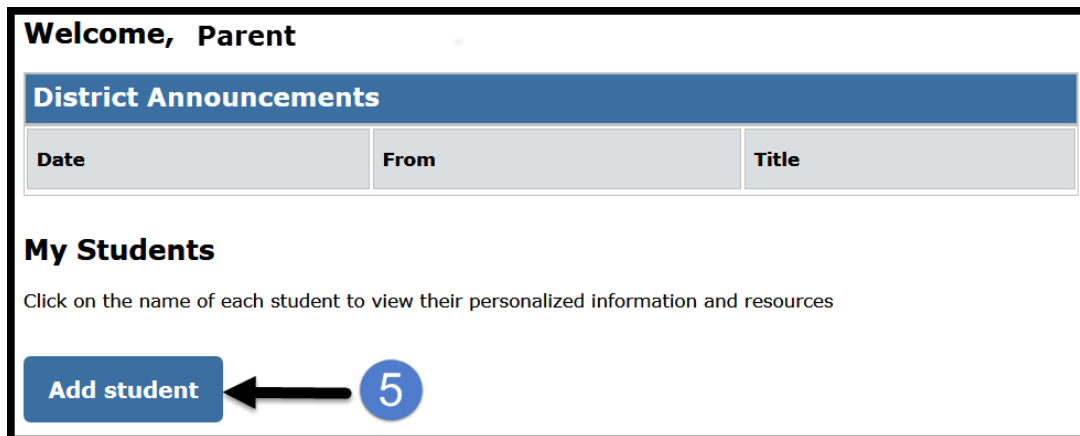
**Step 4:** **Username** is email address you used for account registration



**PROCEDURE**

**ADD STUDENT**

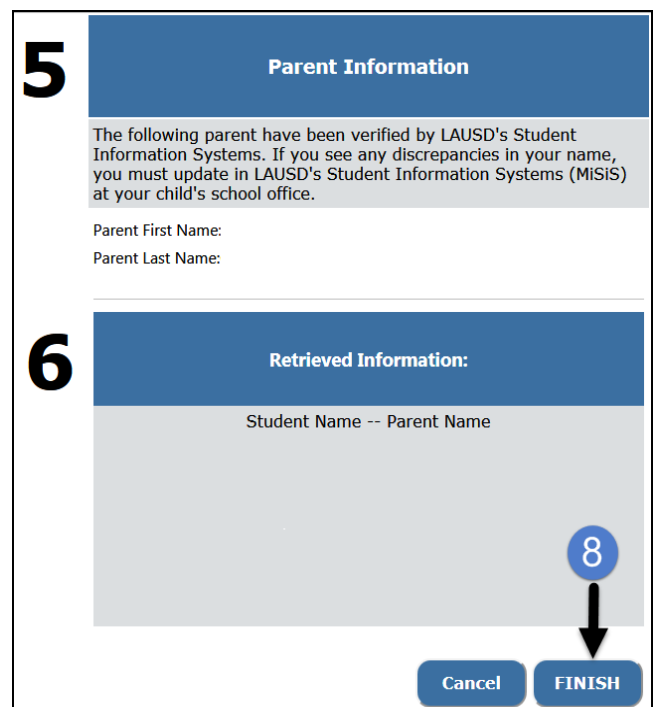
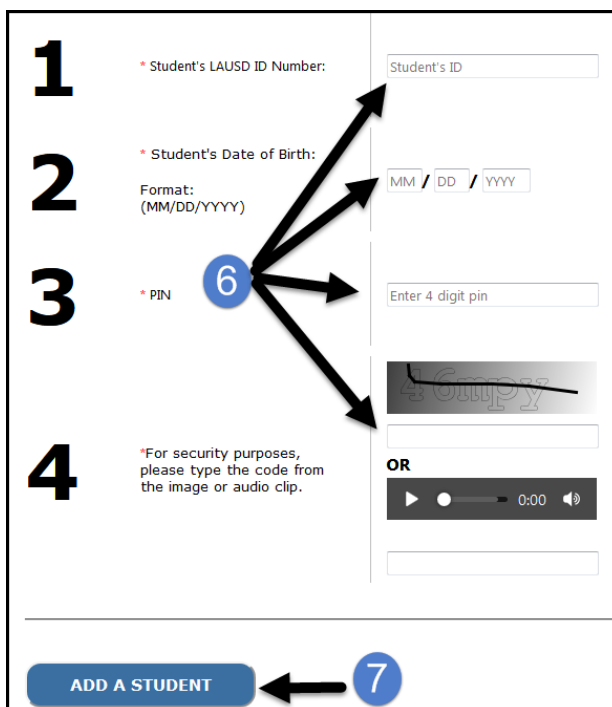
**Step 5:** In the My Students section, click on **Add student**.



**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	<a href="#">Remove</a>	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** \* PIN:

**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.