LAUSD Parent Portal Quick Guide – Registration for Parents/Legal Guardians

This Quick Guide provides an easy 8 step review of the registration process. Also included is a Troubleshooting page for use when assisting parents with the registration process.

http://parentportalapp.lausd.net/parentaccess/

**Step 1** – Register for an LAUSD account. Provide all the required information (∗):

First Name, Last Name, Email Address, Security image/audio.
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**Step 2** – You will receive a thank you message.

**Account Registration**

Thank you

To complete your registration, please click on the activation link sent to:
parentportal23@gmail.com

Click here to goto Login Page.

**Step 3** – To complete your registration, check email for notification sent to complete account registration process. Activate your account by clicking on the blue link “Continue on your web browser.”
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**Step 4** – Enter your Email and Password. Read the criteria for creating an acceptable password. For you to Re-enter Password, you need to meet the Password criteria, all of the red Xs must become a green ✓. Passwords must match before you can submit.

![Password entry screen](image1)

**Step 5** – You will receive a notification that your LAUSD Account is Activated. Click on the first logo, Parent Portal, to the right of the screen.

![Account activated](image2)
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**Step 6** – Select Parent Login.

<table>
<thead>
<tr>
<th>Select an option below</th>
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<tbody>
<tr>
<td>1. Parent Login</td>
</tr>
<tr>
<td>2. Student Login</td>
</tr>
<tr>
<td>3. Employee Login</td>
</tr>
<tr>
<td>4. Register for an account</td>
</tr>
</tbody>
</table>

**Step 7** - You can now log in using your email and password.

![Parent Login](image)

**Step 8** - You will be asked if you would like to receive the Parent-Student Handbook via email. Select “Yes” or “No” and click submit.

![Select your handbook preference](image)
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You have successfully created your LAUSD Parent Portal Account. The next step is to Add your student. Please See Quick Guide for linking students.
## Troubleshooting for Parents/Guardians

### Registration for LAUSD Account

<table>
<thead>
<tr>
<th>Issue</th>
<th>Resolution</th>
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</table>
| You have entered all of the information required to register for an LAUSD Account but cannot register... | 1. Make sure you have entered a working email address.  
2. Make sure what you entered for the security image/audio is correct.  
3. If both are accurate, try using a different browser (Firefox, Internet Explorer, Escape...) |
| After entering all information, you received notification that you were sent an email to activate your LAUSD account but did not receive it... | 1. Check your “junk email” box and make sure it is not in there. |
| You have received the activation email but the “Create password or Reset my password” link is not working... | 1. Try using a different browser. |
| You have entered and re-entered your password but cannot continue with the registration process... | 1. Make sure you have read all of the instructions for creating a password and following accordingly.  
2. If you have followed the instructions accordingly but you still cannot continue, try using another browser (Firefox, Internet Explorer, Escape...). |

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### Please update your password

**Email:** parentportal23@gmail.com  
**Password:** Password123!  
**Re-enter Password:** Password123!

**Password Criteria:**
- At least 10 characters
- At least 1 numeric character
- At least 1 uppercase letter
- Must include at least 1 special character from the following options: `- ! @ # $ % ^ & * ( ) _ - | \ [ ] { } ; : /`
- Cannot be common names or commonly used words (e.g. “password1”, “JohnSmith47”)
- Cannot have repetitive or sequential characters (e.g. “abcd”, “555”)
- Cannot contain whitespaces
- Cannot exceed 24 characters
- Password and re-enter password must match