

## Accessing SCHOOLOGY through PASSport

### What is PASSport?

PASSport provides a multitude of LAUSD information regarding your child.

### What is Schoology?

The “Grades and Assignments” icon in PASSport leads you to Schoology.

**Once you’ve activated Schoology through PASSport, you can access Schoology directly.**

### Before you start, you will need:

- Your child’s Student ID number
- An active email
- A computer or smartphone connected to the internet

### Step 1 – Register for a PASSport Account

- Go to **lausd.net** → Type “Passport” in the Search field → Click on first link “PCSS/Parent Portal Parents”
- Scroll down to “Login Register” → Parent Login
- Click - *Register for an Account*
- Complete required fields and click *Register*.
- Check your email and create a password.
- Go back to - **passport.lausd.net** → Scroll down to “Login Register” → Parent Login
- Input email and password and click *Login*.

### Step 2 – Add your child(ren) to your PASSport Account

- Click – *Add Student*
- Input all fields #1-4
- Click – *Add a Student*
- #5 - Confirm Parent by clicking on **your** name.
- Click “This is me”
- Click - *Finish*

If adding another LAUSD Student, repeat Step 2.

Congratulations! You’ve created a PASSport account! You are almost on Schoology!!

### Step 3 – Activate Schoology Account

Your child’s name should be listed under “My Students.”

- Click on *Child’s name*
- Click on *Grades and Assignments*
- Click on any *Course Name* on your child’s class schedule
- Input password to activate Schoology.
- **You will be routed to Schoology** (Orange and White Layout)

Now that Schoology is activated, you can access it through Schoology.com or the Schoology App on your smartphone.

### Step 4 – Getting to know Schoology

- Click on *Grades*, then select a Course. (Give teachers some time to input grades for homework, projects, and tests)
- Click on *Calendar* to view future assignments.

Stay Informed. Check your child’s progress on a regular basis.

If you need more information on how to help your child be successful, contact your child’s teacher.