ADMINISTRATOR: Steps to get student MyMail PIN from GetData.lausd.net

Goto: GetData.LAUSD.net

1) Go to "Current Year Data" and select "Email/ Account Roster"

▶ My Students, Current Year Data
▶ My Students, Prior Year Data
▶ My Former Students, End-of-Year

Expand this
Drop Down Menu

Click on
Email/Account
Roster

▶ My Students, Current Year Data

- Class Roster
- Core Subjects, Secondary
- EL Monitoring
- Alert Reports
- Discipline Referrals
- Email / Account Roster
- Fitness gram Results, Grade 10-12

▶ My Students, Prior Year Data
▶ My Former Students, End-of-Year

2) Filter your view as needed, then "Apply"

Administrative Filters

School
METROPOLITAN HS

Department
(All Column Value)

Select Roster Type
Class Roster

Teacher/Counselor
(All Column Value)

Course Name/Custom Group
(All Column Value)

Student Ethnicity
--Select Value--

Student Language Class
--Select Value--

Student Grade
--Select Value--

Student Gender
--Select Value--

Semester
--Select Value--

Period
(All Column Value)

Apply Re...

Select desired School from drop down menu.

School
METROPOLITAN HS
✔ METROPOLITAN HS
   TORRES ELA PA MAG
   TORRES ENG & TECH
   TORRES HUM/ART/TECH
   TORRES RENAISSANCE
   TORRES SOC JST LDSHP
Search...

Other Filters are available if needed.

Click Apply to prepare for the report.

3) Select "Student Email / Account Roster"

Student Email / Account Roster

This report provides a list of your current students along with each account (e-mail address), student ID, account status and emergency contact number (account reset #). The purpose of this report is to provide teachers with the information to give their students (if necessary) in order for them to self-activate their accounts (e-mail addresses) and reset their passwords.

Student Email / Account Roster

Click "Student Email/Account Roster" to generate the actual report shown in next slide.

4) Make sure the list includes email and Student PIN"

Here is a sample generated list with data obscured.

Cost Center Code	Student Name (Last, First)	Student District ID	Account (Email)	Account Status	ECN #	Student PIN
1860601				DISABLED		2624
1860601				ENABLED		5187
1860601				DISABLED		6117
1860601				DISABLED		2277
1860601				DISABLED		5405
1860601				DISABLED		4849
1860601				DISABLED		4921
1860601				DISABLED		1239
1860601				DISABLED		3123
1860601				DISABLED		2109
1860601				ENABLED		3705
1860601				DISABLED		9474
1860601				DISABLED		2116
1860601				DISABLED		8007
1860601				DISABLED		7067
1860601				DISABLED		1483
1860601				ENABLED		1002

Scroll to bottom of the report screen to see Print and Export Options.

5) Print or Download the data

Various Export Options

Print - Export

- PDF
- Excel >
- Powerpoint >
- Web Archive (.mht)
- Data >
  - CSV Format
  - Tab delimited Format
  - XML Format

Data can be exported and manipulated in Excel or Numbers, Word, etc. Be aware you are working with confidential information here.
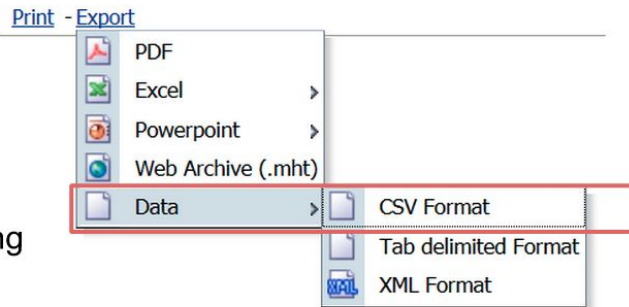
You can view, print, or download the roster. The Key information you need is: Student Name, Student ID, Account (email), Student PIN

STUDENT: Student Email Self-Service

What students need:
(all three fields can be found in the "CCTP Reports" section of MyData)

1) Student ID
2) Date of Birth
3) Student PIN

Go to MyLogin.LAUSD.net

1) *Select* "Student"

Español

Welcome to LAUSD
Select Your Role

- Student
- Parent/Volunteer
- Account Administrator Login

2) *Select* "Activate your Account or Reset your password"

LAUSD Account Activation and Password Reset
Click on the link below to activate your account or reset your password

- Activate your Account or Reset your password

3) Read the AUP, *select* "Agree", *select* "Accept"

LAUSD Acceptable Use Policy   **1** **Read this**

TITLE:	Acceptable Use Policy (AUP) For District Computer and Network Systems	ROUTING
NUMBER:	BUL - 999.8	Administrators
		Instructional Technology
		Applications Facilitators
ISSUER:	Ronald S. Chandler, Chief Information Officer	Principals
		Teachers
DATE:	June 18, 2013	Parent Community Representatives

POLICY: Teachers, administrators, and other school personnel should ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and that such use be in support of the District's business and education objectives.

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MAJOR CHANGES: This revision replaces BUL-999.7 dated August 14, 2012, adding language to specify the District's obligation to monitor online activity, manage and store data as necessary for legal discovery, and fortify the network against cyber security threats.

BACKGROUND: On January 8, 2002, the LAUSD Board of Education established Board Rule 1254

☐ I agree to the term and conditions of the LAUSD Acceptable Use Policy.

[Accept]   **3**   [Decline]

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4) *Input* "District ID," Date of Birth in MM/DD/YYYY format, Student PIN from MyData

LAUSD SSO Account Administrator Login.

District Id   **1**   _____

Birth Date   **2**   _____   (ex mm/dd/yyyy)

Student PIN   **3**   _____

4   [Next]   [Cancel]

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5) Students input their own password and *select* "Submit"

LAUSD Account Activation and Password Reset

Provide the required fields below. Password must meet the password requirements indicated.
- Password must be between 8 and 20 characters.
- Password cannot be your email address.
- Password must contain both letters and numbers.
- Password cannot have more than three of the same character in a row. For example, "aaaa" could not be used in a password.
- Commonly used passwords such as "abcd1234" or "password1" will not be accepted.

Resetting password for:
Name :
Email :
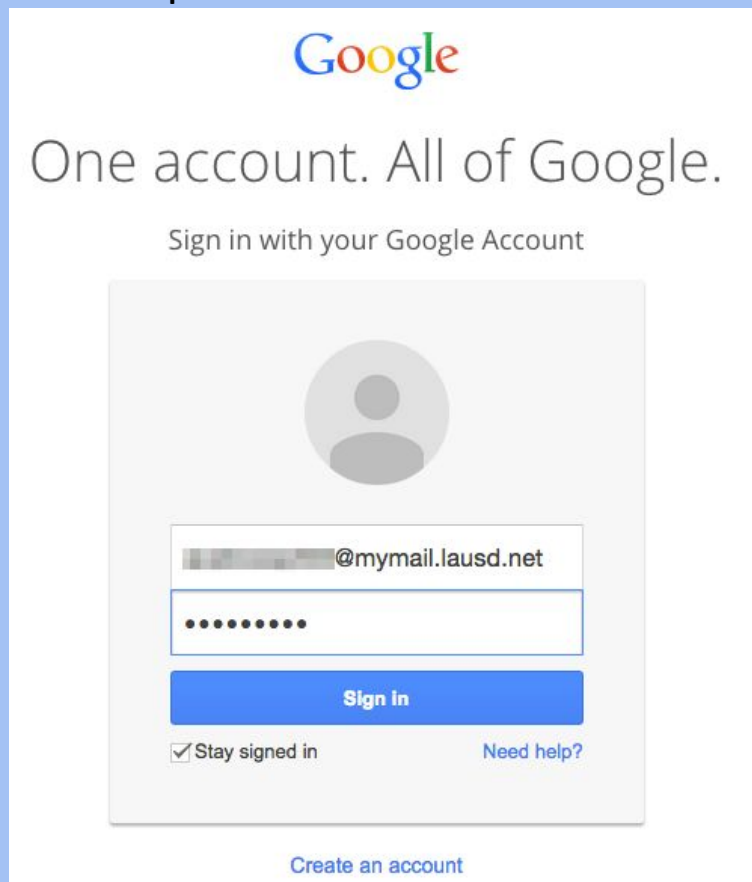
New password   _____   **1**

Re-enter new password   _____   **2**

3   [Submit]   [Cancel]

You're not done yet. Keep going...

STUDENT: Verify your MyMail account through accounts.google.com
Go to accounts.google.com
Input your username and password
Input the Captcha

Welcome to your new account

Welcome to your new account: ████████@mymail.lausd.net. Your account is compatible with many Google services, but your mymail.lausd.net administrator decides which services you may access using your account. For tips about using your new account, visit the Google Help Center.

When you use Google services, your domain administrator will have access to your ████████@mymail.lausd.net account information, including any data you store with this account in Google services. You can learn more here, or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can manage which account you use with Google services and switch between them whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the Google Apps core suite of messaging and collaboration applications, your use of those services is governed by your organization's Google Apps agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the Google Terms of Service and the Google Privacy Policy. Certain Additional Services may also have service-specific terms. Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your ████████@mymail.lausd.net account works and agree to the Google Terms of Service and the Google Privacy Policy.

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Type the text:

[I accept. Continue to my account.]   [Cancel]

If you see your contact page, you are done validating your MyMail account

Google   ████@mymail.lausd.net ▾

Account settings

Security checkup

Protect your Google Account by reviewing your security settings.

GET STARTED

Personal info

Name   ████████

Email   ████████@mymail.lausd.net

Language   Select language

Now you are done setting up and validating your SSO and password

Log into your MyMail account through the Mail account

1. **View the video section " Log into MyMail"**
   http://www.lausd.net/cdg/CCTP/Personalization/start.html

Trouble Shooting

Solution:

1. **If the password still doesn't work, have students login to ol.lausd.net portal and verify if their SSO is working.**
   1. **If the password does NOT work at ol.lausd.net, its a LAUSD issue, submit a ticket to helpdesk stating "the SSO did not work on ol.lausd.net".**
   2. **If the password works at ol.lausd.net, its a Google problem, lets get some more information before you continue.**
      1. **Go to accounts.google.com and try to log-on, if you get a screen stating your account is "disabled", submit a ticket to helpdesk stating the SSO is "disabled" at Google.**
      2. **If you go to accounts.google.com and log-on successfully the student SSO is good at Google and there is an application issue.**