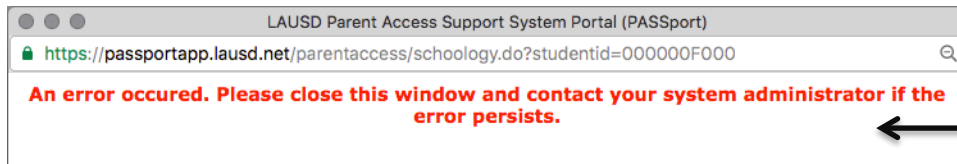


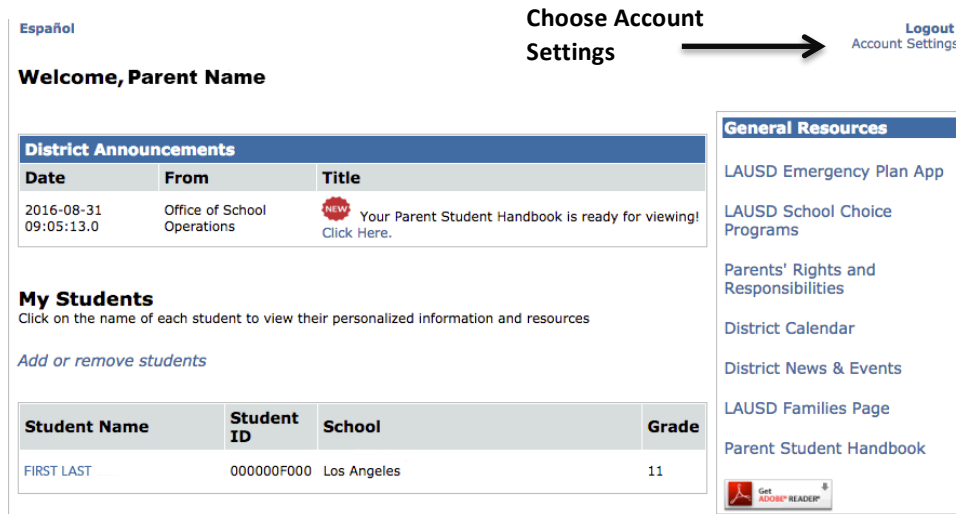
Change Email Address

Each Schoology account must be associated with a unique email account. Schoology will use the account in PASSport to create a parent account. If the email in PASSport has been used for a Schoology account, an error message will appear.



Error message indicating an email conflict

To correct this, the email address may be changed in PASSport to an email not previously used for Schoology. To do this, go to the main page in PASSport and select Account Settings in the upper right corner.



Email, the preferred language and Parent-Student Handbook options may be changed in the Account Settings screen.



Enter the new email address and choose the Save button.

Account Information

First Name*

Middle Name

Last Name*

Email*

The field turns yellow when new information is entered

Once the new email has been saved, a message will appear on the main screen. It can take up to 30 minutes to update the information and login with the new email address.

Support Your Child's Success!

Information Saved.

Please allow up to 30 minutes to use your new email to log into LAUSD PASSport.

Message on the main screen indicating the information has been updated