



# Vista Middle School

“Home of the Vaqueros!”



## LAUSD PASSport Instructions to Sign Up

Dear Parents/Guardians:

LAUSD PASSport is available for parents to access their student information including grades. Follow the instructions below to create a **parent account**. If you prefer, the Vista Parent Center as well as Ms. Fernandez is available to assist you. Stop by any time, your are always welcomed.

### STEP 1

1. You need an email account
2. Go to **LAUSD.NET**
3. Scroll down and click on **FAMILIES**
4. On the right, click on **LAUSD PASSport**
5. Click on **#4 Register for an Account**
6. Fill out parent's First and Last Name, email, and click **Register**

### STEP 2

1. Go to your email and the email from parentportal@lausd.net
2. Click **Activate my LAUSD Account**
3. Click on **Create a Password**
4. Scroll down and click the box next to **I agree**
5. Click **Accept**
6. Create a password (insert the same password twice)
7. Click on **LAUSD PASSport**
8. Enter your email and the password you just created
9. Click yes or no if you want to receive the Parent Handbook by email
10. Click on a language (English or Spanish)
11. Click **Save**
12. Scroll down and click on **Main Page**

### STEP 3

1. Click on **Add Student**
2. Input student ID. It can be found on the student ID card or report card. (It's the birthdate, M or F, and 3 numbers)
3. Input birthdate, first name, and last name. (If student has two last names, please input both names)
4. Click **Add Student**
5. Under the big number 5, your name will appear. Click the circle next to your name.
6. Your student will show up under the big number 6.
7. Click **Finish**
8. Click on the Student Name

**STEP 4** Print the screen page and have your student return it to Ms. Fernandez. See the example below.