

IMPORTANT!



Schoolology will be replacing Jupiter Ed effective January 8, 2018

LOG-IN INSTRUCTIONS for Parents and Guardians (*new users*) to LAUSD PASSport

- Visit the Revere website and click the PASSPORT icon at the top of the page
- Click **"Register for an account"**
- Enter **YOUR FIRST NAME** and **YOUR LAST NAME**
- Enter **YOUR EMAIL ADDRESS** (*LAUSD employees CANNOT use their LAUSD email address*)
- Type in the security code shown on the screen or listen to the audio clip and type the response
- Click **"Register"**

*****YOU SHOULD RECEIVE AN EMAIL FROM PARENTPORTAL@LAUSD.NET*****

- From your email, click the **"Activate my LAUSD account"** link
- Click **"Create password or Reset my password"**
- Review the LAUSD Responsible Use Policy
- Click on the **"Accept"** or **"Decline"**
- Read the instructions for creating an acceptable password. Enter the password twice and then click **"Submit"**

*****YOU WILL RECEIVE AN EMAIL NOTIFICATION THAT YOUR LAUSD ACCOUNT IS ACTIVATED*****

- From the second email, click on the Passport icon
- Choose the **"Add Students"** link in the **My Students** section
- Use the information below :

Student's LAUSD ID: _____
Student's Date of Birth: ___ / ___ / ___
Student's First Name: _____
Student's Last Name: _____

- Click **"ADD A STUDENT"**
- Identify yourself by selecting your name and click **"This is Me"**
- Click **"FINISH"**
- Click on your student's name
- Click on the **GRADES & ASSIGNMENTS** icon (green circle)
- Choose any class / **COURSE NAME**
- Enter your username and/or password (You will only have to do this step this one time)

CONGRATULATIONS! You are now in SCHOOLOGY.

Please look around the Schoolology site to familiarize yourself with it. Visit the Revere website for **"How to"** links.

NEXT TIME, you can go directly to www.schoolology.com or download the app to your mobile device to log-in.