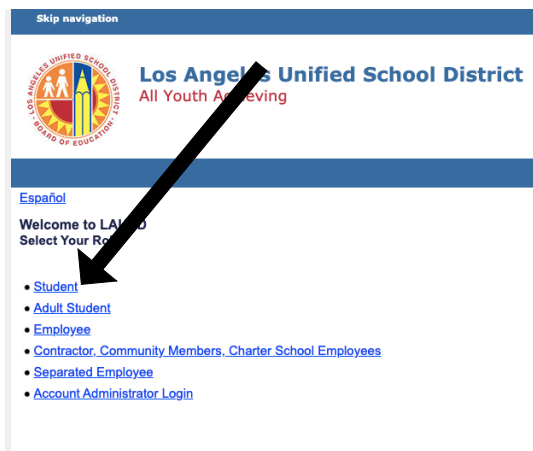


# Creating Student Email Accounts

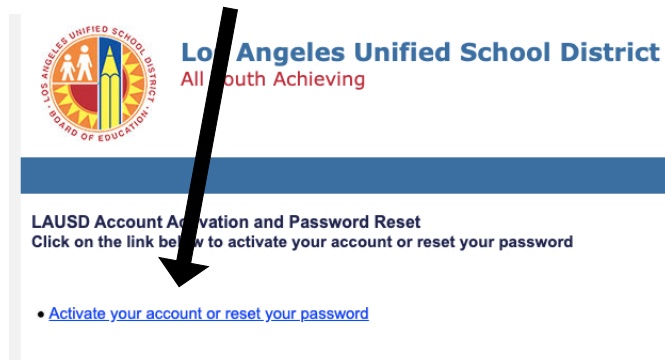
1. On our class website go to “Setting Up Student Emails”



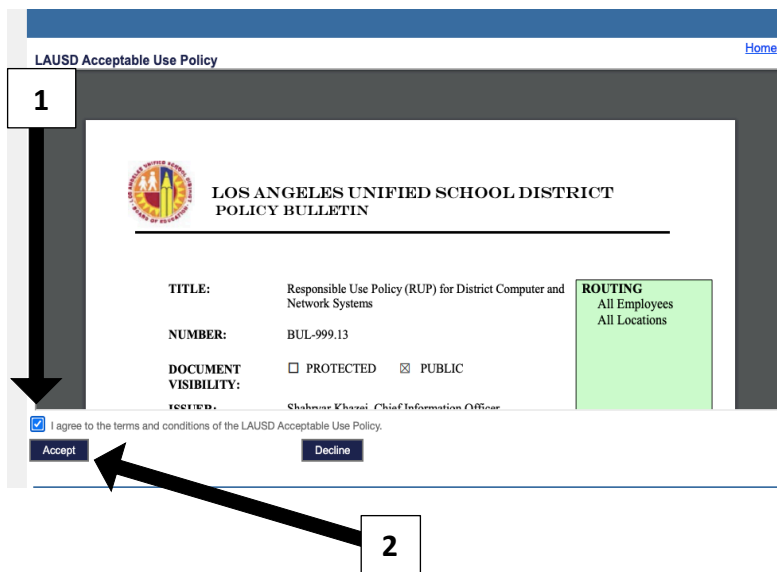
2. Choose “Student”



3. Click “Activate..”



4. Click “I agree” then “Accept”

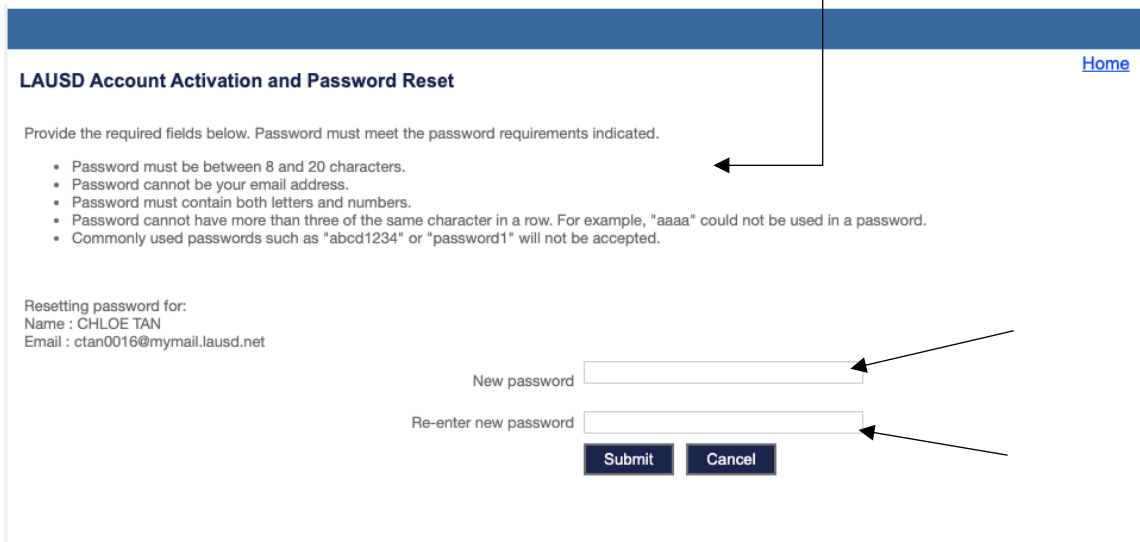


5. Type in their given **district ID**, **birthdate**, and **PIN**. This can be found in their beginning of the year information packet.



The image shows the LAUSD SSO Account Administrator Login page. At the top left is the LAUSD logo with the text "Los Angeles Unified School District" and "All Youth Achieving". Below the logo is a blue header bar. The main heading is "LAUSD SSO Account Administrator Login." There are three input fields: "District Id", "Birth Date" (with a note "(ex. mm/dd/yyyy)"), and "Student PIN". Below the fields are "Next" and "Cancel" buttons. Three numbered boxes (1, 2, 3) with arrows point to the input fields.

6. Create a password for their account. (Read carefully)



The image shows the LAUSD Account Activation and Password Reset page. At the top right is a "Home" link. The heading is "LAUSD Account Activation and Password Reset". Below the heading is a paragraph: "Provide the required fields below. Password must meet the password requirements indicated." followed by a bulleted list of password requirements: "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.", and "Commonly used passwords such as 'abcd1234' or 'password1' will not be accepted." Below this is the text "Resetting password for:" followed by "Name : CHLOE TAN" and "Email : ctan0016@mymail.lausd.net". There are two input fields: "New password" and "Re-enter new password". Below the fields are "Submit" and "Cancel" buttons. An arrow points from the text "(Read carefully)" to the password requirements list.

(Note: This can now be used to log into their Schoology accounts and G Suite apps such as, google slides, google draw, google docs, etc.)