STUDENT NAME

How to Activate Your LAUSD Email Account or Change Your Password

**Q: Why should I activate my LAUSD email account? I already have an email account.**

A: Having an LAUSD email account allows you to access online library books, do research using LAUSD Digital Library, and provides you with a professional account where you can keep all of your academic communication separate from your personal stuff.

**Q: What do I need to do to activate my account or change my password?**

A: The process is very simple. Please follow the steps below.

1. Go to <https://mylogin.lausd.net>
2. Make sure you have the following information:
	1. District ID:
	2. Your email account:
	3. Your 4-digit PIN:
3. Make sure that you are typing this information correctly.
4. When asked to create a password, you must follow these rules:
	1. 8 digits
	2. Minimum one number
	3. Minimum one capital letter
	4. Minimum one special character (! # \* & $)

**Q: This is not working! What is the problem?**

A: If an account set up is not working, it is most likely human error. Please check the following:

1. Did you mix up 0 and o for your ID?
2. Did you use the correct format for your birthday?
3. Did you add any extra spaces before or after any of the numbers?

**If it is REALLY not working, come see me or email me at machslibrarian@gmail.com**