

Instructions in how to set up parent Portal – Passport



Register at <http://passportapp.lausd.net/parentaccess> or click on the link at the NAHS Website

Register for an account:

Enter you name, email and security code

Check your email-click the activation link in your email to activate your account

Read and Accept the Acceptable Use Policy

Make a password

Click Home, choose the LAUSD passport link

Log in with your email and password

Choose YES to receive the electronic version of the parent-student handbook

Choose your preferred language

Click Save

Click Main Page

Add students

Click “add student”

Input LAUSD ID (found in the student’s ID and Report Card), input student birthdate and student’s first and last name

Click “Add a Student”

Choose student and “this is me”

(If you get an error message, click on the back arrow at the top left had side of the screen) and you’ll be able to continue from there)

Choose student from Retrieved Student box, click finish

Click on student from “Choose Students” move then (red arrow) to Selected Students

Click on student’s name in the Selected Students box and click Save

Your student’s name will appear at the bottom, click your student’s name and then you will see several icons, including the one for Grades and Assignments (Green Icon- second one from the left, top row)