



LAUSD Employee Password Reset

This process must be done from a computer connect to the LAUSD network only

In order to connect to the LAUSD Wi-Fi network from your device, you must **“Forget/Remove”** the existing **LAUSD Wi-Fi** network from your device. Then, temporarily connect to the **LAUSD Wi-Fi** using the following:

Username: schooltemp

Password: T3mP@ssP@ss

1. Go to **“mylogin.lausd.net”**
2. Select **“Employee”**
3. Select **“Forgot your password or it has expired?”**
4. Accept the District RUP
5. Enter your LAUSD email
6. On the next screen enter the required information:
 - a. Employee ID
 - b. Birth Date (MM/DD/YYYY)
 - c. Last 4 SSN
 - d. Select **“Current or previous job title”** from the dropdown
7. Once information is confirmed you’ll be directed to the screen to create your new password

- ✘ Must have 10 - 24 characters.
- ✘ Must have at least 1 special character, excluding ' ` " < > and space
- ✘ Must have at least 1 numeric character
- ✘ Must have at least 1 uppercase letter
- ✘ Must not have commonly used passwords
- ✘ Must not have username or email address

a.

8. Make sure all criteria to create a new password is met

- ✔ Must have 10 - 24 characters.
- ✔ Must have at least 1 special character, excluding ' ` " < > and space
- ✔ Must have at least 1 numeric character
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- ✔ Must not have commonly used passwords
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a.

Enter a new password

Strong

Re-enter the password

9. Press **“Submit”**