



LAUSD
EDUCATIONAL
TECHNOLOGY

Changing Your Password



Log into MyMail

Go to:

<http://mymail.lausd.net>

Use your user name and
password to log in

Select “Email”

Your services



Sites

Quickly create and publish collaborative sites



Docs

Publish and collaborate in real-time on documents, spreadsheets, and presentations



Calendar

Organize schedules and share events and calendars with others



Email

Improve your existing mail account with Gmail's powerful search, SPAM filtering, and chat in the browser

Click on “Settings” at the top of the screen

Mail [Calendar](#) [Documents](#) [Sites](#)

@mymail.lausd.net | [Settings](#) | [Help](#) | [Sign out](#)



Search Mail

Search the Web

[Show search options](#)
[Create a filter](#)

[Compose Mail](#)

[Inbox](#)

[Starred](#) 

[Sent Mail](#)

[Drafts \(2\)](#)

[New Label](#)

[newer](#)

[ooo](#)

[3 more](#) ▼

[Contacts](#)

[Tasks](#)

ESPN.com - Penn State Nittany Lions to play Division I hockey - 1 hour ago

Web Clip < >

[Archive](#) [Report spam](#) [Delete](#) [Move to](#) ▼ [Labels](#) ▼ [More actions](#) ▼ [Refresh](#)

Select: All, None, Read, Unread, Starred, Unstarred

Select: All, None, Read, Unread, Starred, Unstarred

[Archive](#) [Report spam](#) [Delete](#) [Move to](#) ▼ [Labels](#) ▼ [More actions](#) ▼ [Refresh](#)

You are currently using 0 MB (0%) of your 7493 MB.

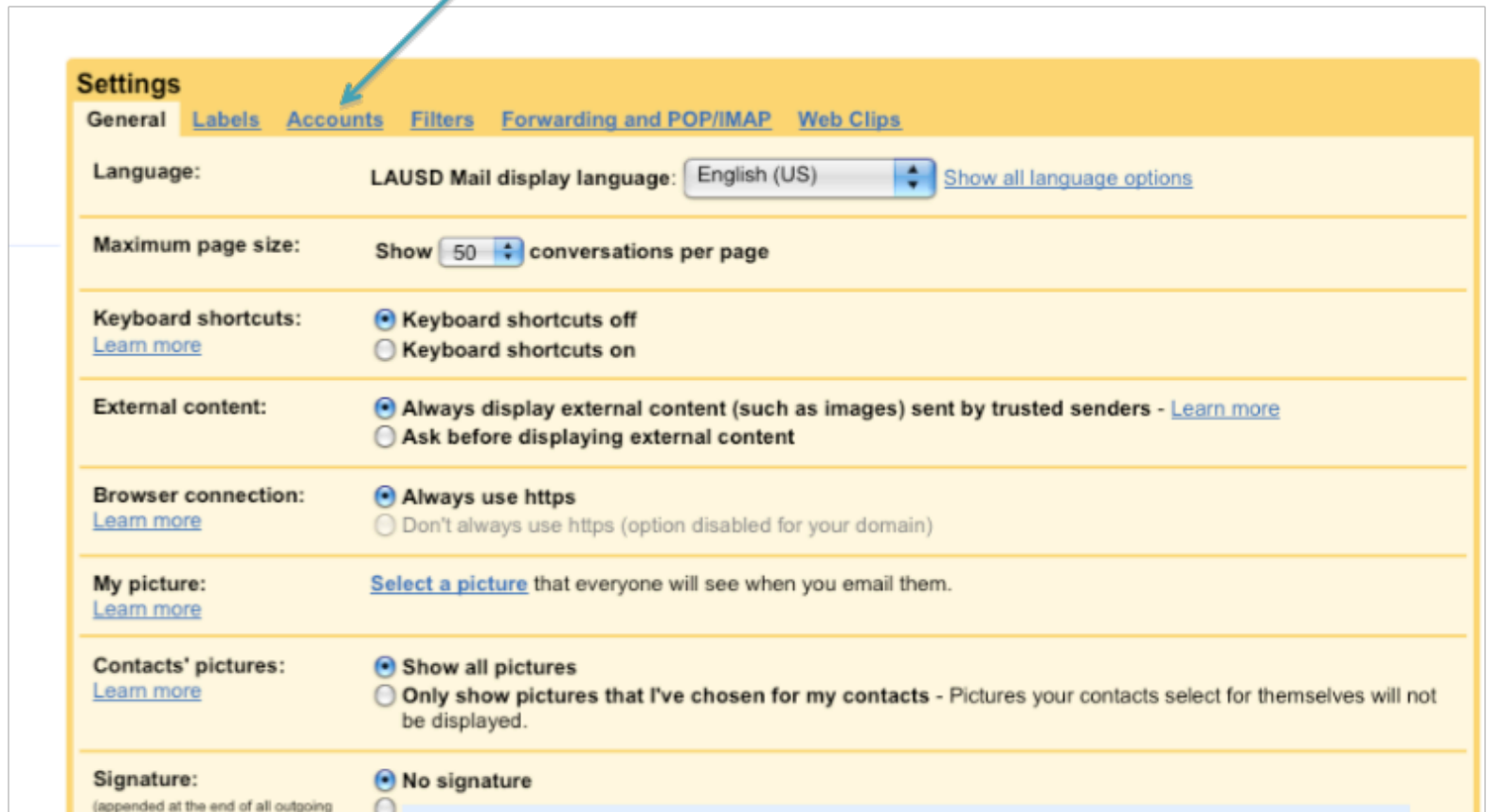
Last account activity: Aug 31 at IP 204.108.96.93. [Details](#)

LAUSD Mail view: standard | [older version](#) | [basic HTML](#) | [Learn more](#)

©2010 Google - [Terms of Service](#) - [Privacy Policy](#) - [Program Policies](#) - [Google Home](#)

Powered by 

Click on “Accounts”

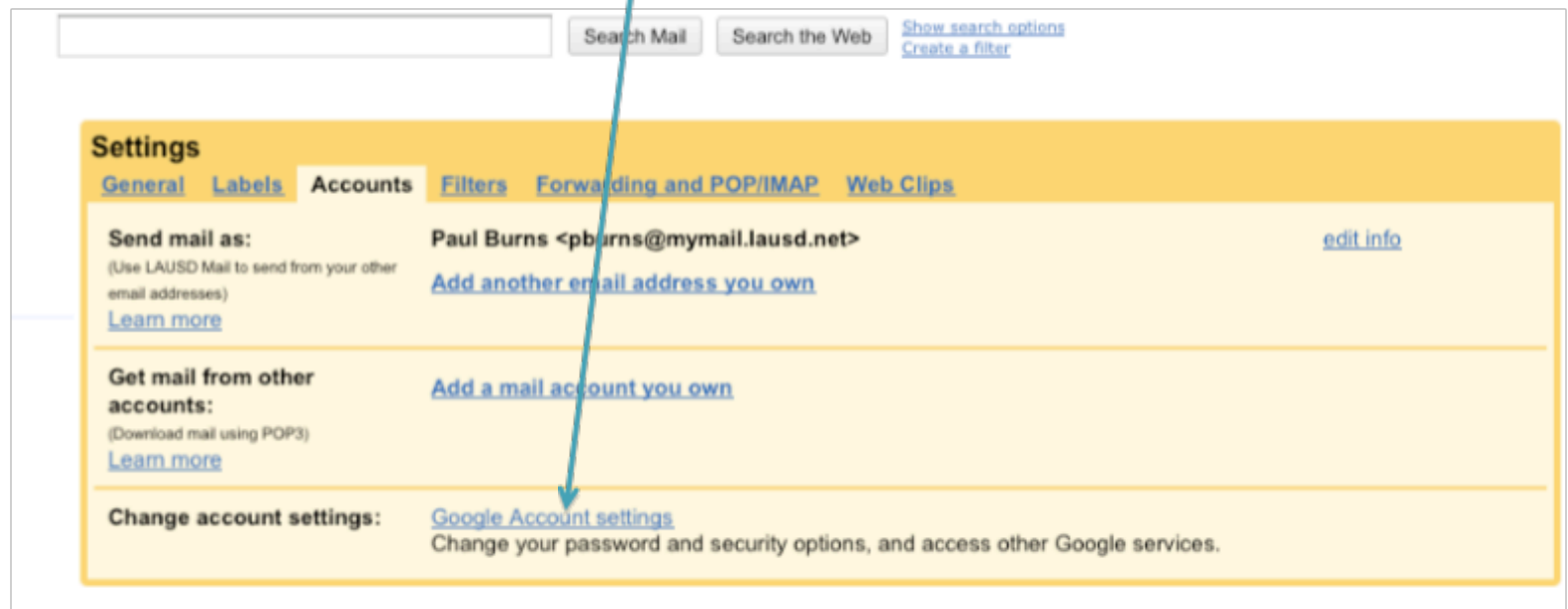


The screenshot shows the 'Settings' page with the 'Accounts' tab selected. A blue arrow points from the text 'Click on “Accounts”' to the 'Accounts' tab. The page contains several settings sections:

- Language:** LAUSD Mail display language: English (US) [Show all language options](#)
- Maximum page size:** Show 50 conversations per page
- Keyboard shortcuts:** Keyboard shortcuts off [Learn more](#) Keyboard shortcuts on
- External content:** Always display external content (such as images) sent by trusted senders - [Learn more](#) Ask before displaying external content
- Browser connection:** Always use https [Learn more](#) Don't always use https (option disabled for your domain)
- My picture:** [Select a picture](#) that everyone will see when you email them. [Learn more](#)
- Contacts' pictures:** Show all pictures [Learn more](#) Only show pictures that I've chosen for my contacts - Pictures your contacts select for themselves will not be displayed.
- Signature:** No signature

(appended at the end of all outgoing

Select “Google Account Settings”



The screenshot shows the Gmail Settings interface. At the top, there are search boxes for "Search Mail" and "Search the Web", along with links for "Show search options" and "Create a filter". Below this is a yellow "Settings" header with tabs for "General", "Labels", "Accounts", "Filters", "Forwarding and POP/IMAP", and "Web Clips". The "Accounts" tab is selected. The main content area is divided into three sections: "Send mail as:" with the name "Paul Burns <pburns@mymail.lausd.net>" and a link to "edit info"; "Get mail from other accounts:" with a link to "Add a mail account you own"; and "Change account settings:" with a link to "Google Account settings" and a description: "Change your password and security options, and access other Google services." A blue arrow points from the text "Select 'Google Account Settings'" to the "Google Account settings" link.

Search Mail Search the Web [Show search options](#)
[Create a filter](#)

Settings

[General](#) [Labels](#) **Accounts** [Filters](#) [Forwarding and POP/IMAP](#) [Web Clips](#)

Send mail as: Paul Burns <pburns@mymail.lausd.net> [edit info](#)
(Use LAUSD Mail to send from your other email addresses)
[Add another email address you own](#)
[Learn more](#)

Get mail from other accounts: [Add a mail account you own](#)
(Download mail using POP3)
[Learn more](#)

Change account settings: [Google Account settings](#)
Change your password and security options, and access other Google services.

Select “Login to review...”

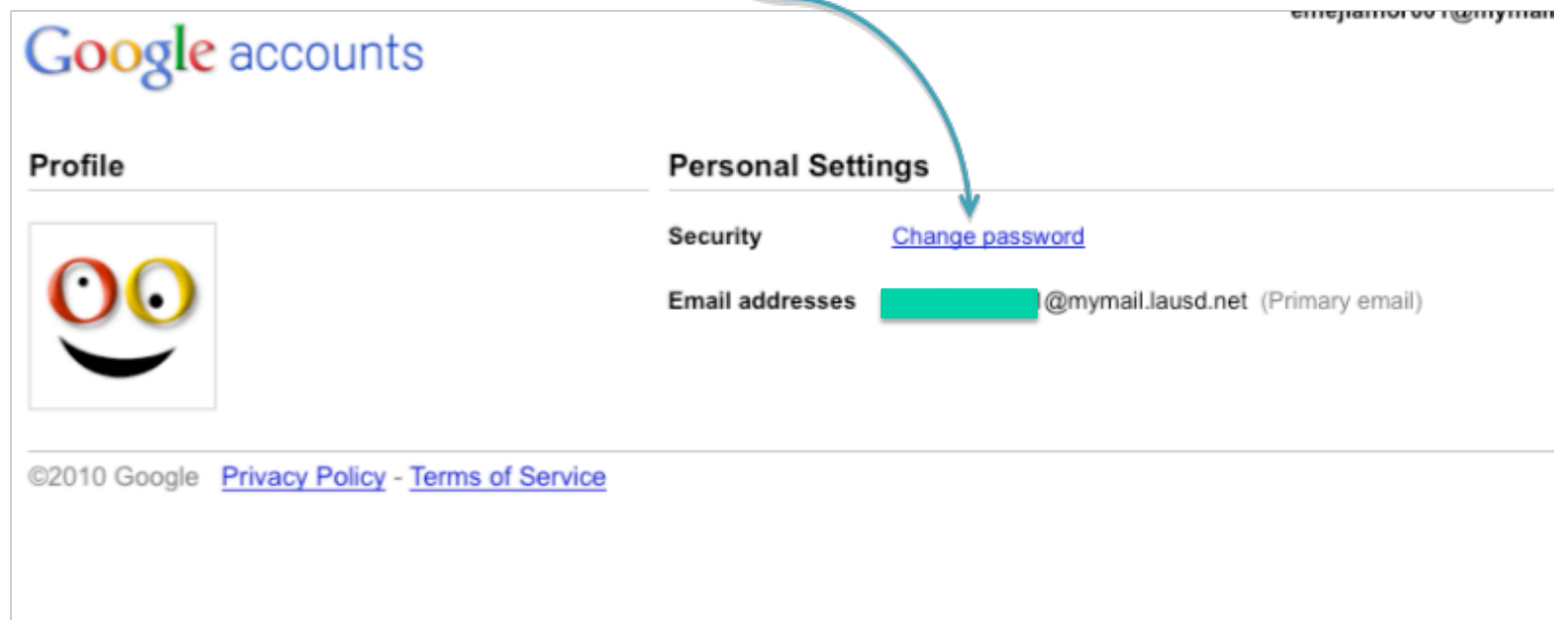
Welcome to the **LAUSD Single Sign-On Self Service Console**.

I am here to assist you. Please click on any of these links to:

- [Activate your LAUSD email account](#) (new users only)
- [Reset a forgotten or expired password](#) (see password tip)*
- [Login to review and update information about yourself, change your existing password, set or change your password hint question](#)

**Password tip: Don't forget to set your password hint question first. This will be needed when resetting a forgotten password. If you have forgotten your password and have not set your password hint question, please call the ITD Service Desk at 213-241-LA00 (5200) for assistance.*


Select “Change password”



The screenshot shows the Google accounts settings interface. At the top left is the 'Google accounts' logo. On the right side, the email address 'emejiamorovv@mymail' is visible. The page is divided into two main sections: 'Profile' and 'Personal Settings'. Under 'Profile', there is a placeholder image of a smiley face with large eyes. Under 'Personal Settings', there are two main categories: 'Security' and 'Email addresses'. The 'Security' category includes a link for 'Change password', which is highlighted by a blue arrow pointing from the main heading above. The 'Email addresses' category shows a redacted email address followed by '@mymail.lausd.net (Primary email)'. At the bottom of the page, there is a copyright notice for 2010 Google and links to the 'Privacy Policy' and 'Terms of Service'.

Google accounts emejiamorovv@mymail

Profile **Personal Settings**

 Security [Change password](#)

Email addresses [REDACTED]@mymail.lausd.net (Primary email)

©2010 Google [Privacy Policy](#) - [Terms of Service](#)

Enter your current user name and password and select “Login”

Home | About LAUSD | Superintendent | Board of Education | Employment | Schools | Re

  **Los Angeles Unified Scho**
Today's Learners, Tomorrow's Leaders

Login to Inside LAUSD

Username

• Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
• Do not add domain name (@lausd.k12.ca.us @lausd.net)

Password

This is your e-mail password

[Reset your SSO Password](#)

Click on “Change password or password hint”

The screenshot shows the LAUSD Single Sign-On user profile page. At the top left, it says "LAUSD Single Sign-On" next to the LAUSD logo. On the top right, there is a "Logout" button with a key icon. Below the header, there are tabs for "My Profile" and "LAUSD". A status message reads "You are logged in as emejiamor001". A blue callout box with a white border and rounded corners contains the text "Change password or password hint", with a blue arrow pointing from the text above to this link. Below the link, there are two sections: "Account Information" and "Personal Information".

Account Information	
LAUSD Username	[Redacted]
Email Address	[Redacted]
User Type	STUDENT

Personal Information	
First Name	[Redacted]
Middle Name	[Redacted]
Last Name	[Redacted]
Employee Number	[Redacted]

“Accept” AUP agreement

7. The new District standards for creating a new password require at least 8 characters, including letters and at least two numbers, and cannot contain the user name. Passwords should not be written down if it is avoidable.

When Choosing a Password:

- Don't use passwords that are based on personal information that can be easily accessed or guessed
- Don't use common passwords such as password1 or aaaa1234
- Develop a mnemonic for remembering complex passwords
- Use both lowercase and capital letters
- Use a combination of letters, numbers, and special characters
- Use different passwords on different systems

In protecting your password:

- Avoid writing it down and leaving it in your desk, next to your computer, or, worse, taped to your computer
- Don't tell anyone your passwords, and watch for attackers trying to trick you through phone calls or email messages requesting that you reveal your passwords
- Avoid the option of "remembering" your password in any program
- Always remember to log out when you are using a public computer (at the library, an Internet cafe, or even a shared computer at your office).

There's no guarantee that these techniques will prevent an attacker from learning your password, but they will make it more difficult.

By continuing to the next screen, you acknowledge that you are responsible for adhering to the District's Acceptable Use Policy at all times when accessing or using any District computer system or network.

Accept

Decline

Enter current password and new password (twice). Enter a “Hint answer” and click on “Submit”

Change your Password

Password Rules:

- Passwords must be between 8 and 20 characters in length.
- Password cannot be the same as the user ID.
- Passwords must consist of a mix of alphabetic and numeric characters.
- Passwords cannot contain more than 3 repeating characters. For example, including "aaa" in your password would make it invalid.
- Passwords that are commonly used will not be accepted. Commonly used passwords include values like 'abcd1234' or "password1".

Current Password

New Password

Re-enter new password

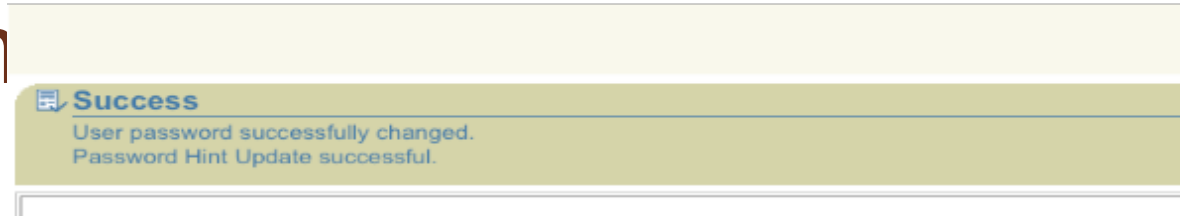
Change or set your Password Hint - You can use your current Password Hint, choose a new answer or choose a new question and answer.

Password Hint Question

Hint Answer

If done right, your get this

n



If it does not work, read the message and try again

