LAUSD SSO Student Self-Activation and Password Change
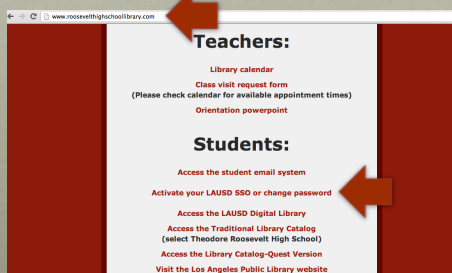
What's New?

- Students can now activate their own accounts and change their passwords
- You can do this at school or home
- Activating your account gives you access to: Your library account, District Google accounts, Digital Library databases

What You Need

You will need three pieces of information to access your account.

1. Your 10-digit district ID (your birthdate+m or f +three digits assigned by district). It is the number on your ID card.

2. Your birth date.

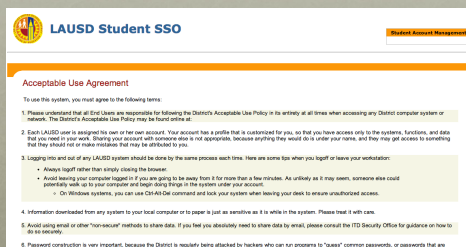3. The number your parents gave as your emergency number (including area code)

Go to http://studentsso.lausd.net/studentsso OR click on the LAUSD Student SSO link on the library website.

Teachers:

Library calendar

Class visit request form
(Please check calendar for available appointment times)

Orientation powerpoint

Students:

Access the student email system

Activate your LAUSD SSO or change password

Access the LAUSD Digital Library

Access the Traditional Library Catalog
(select Theodore Roosevelt High School)

Access the Library Catalog-Quest Version

Visit the Los Angeles Public Library website

Click on *Activate my account* or *Reset my password*.

LAUSD Student SSO

Please select an option below

1. Activate my account
2. Reset my password
3. Administrator log in
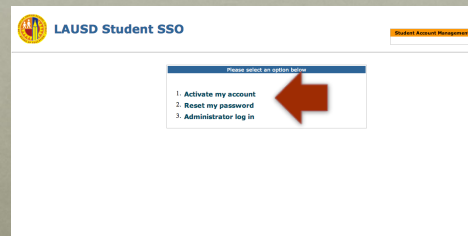
Read the Acceptable Use Agreement and click "Accept" at the bottom of the window.

Enter and submit the required information.

LAUSD Student SSO

Activate Account

Please provide the required information below.

Student ID:

Birth Date (MM/DD/YYYY):

Emergency Contact Phone:

Submit   Cancel
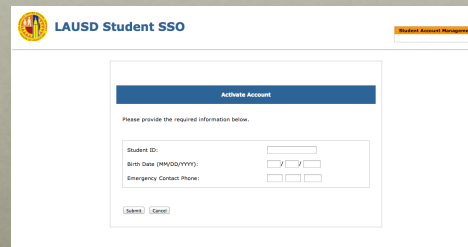
Create a password, following their password rules. You will enter it twice. Click on "submit." You must change it every year.

Write down:

- Your user ID
- Your email address
- Your password

- **STORE THIS INFORMATION IN A SAFE PLACE!! DO NOT ALLOW <u>ANYONE</u> ACCESS TO YOUR ACCOUNT!**

PROBLEMS?

- If you forget your password, you will need to reset it yourself by going to the student sso website, and select *reset my password.*
- If you forget your district id or emergency number, ask a teacher or go to the admissions office.
- If you do not have an emergency number on file, make sure you turn in your emergency information. You will need to follow up on this in the admissions office. This may take time to clear up.

You Can Now Use Email, Google Apps, and Access Your Library Account

- Access email and Google Apps through the MyMail link on the library website.
- Access your library account by clicking on the *Library Catalog* or *Destiny Quest* links on the library website.
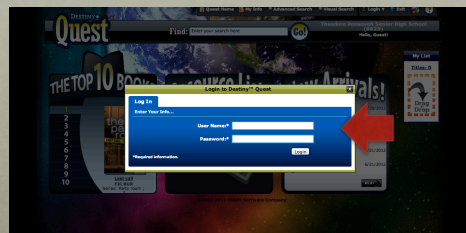- It may take up to 24 hours for your account activation to take effect.

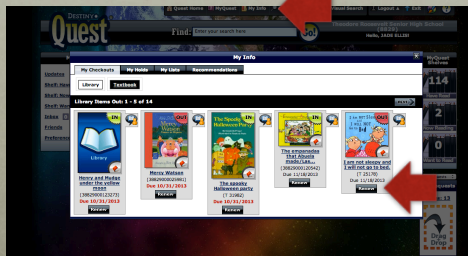## Library website: www.rooseveltthighschoollibrary.com
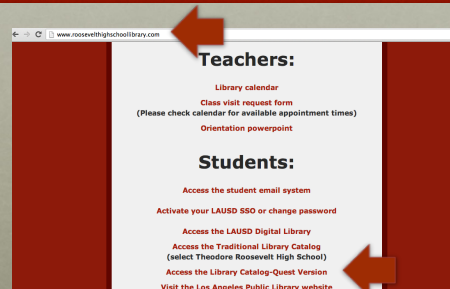
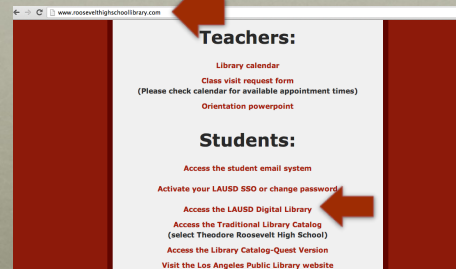## From the Quest homepage, select *Login in the top right-hand corner*.

User Name =Your full MyMail email address (xxxxx@MyMail.lausd.net) Password= Your 10-digit student ID

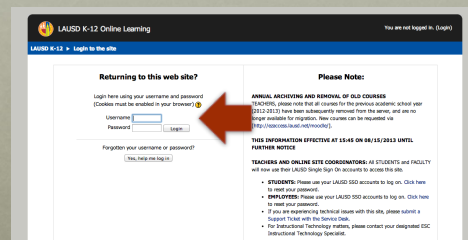**Use the *My Info tab to view your library account and renew books.***

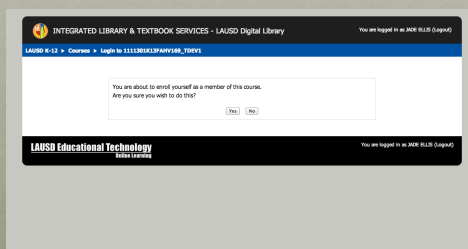**You can also use your SSO to access the Digital Library when you are off campus.**

If you are off campus, select the icon for *Remote Access*

Log in just as you did in Destiny, with your email address and 10-digit ID

Select *Yes*

Click on the appropriate link to access the database you need.