



# HOW PARENTS ACCESS THE FAMILY MODULE

**TO START**, complete and submit a **Request for Access** form (available from your child's school). Your child's school will provide a letter with your **access key** (a series of letters, numbers, and

**THE FIRST TIME** you go to the Family Module, you must register. Follow these steps:

1. Enter the website name in your Internet browser: <https://family.lausd.net>
2. Click **I need to register**.
  - a. On the Parent Access User Registration screen, enter the **access key** exactly as it appears on your letter (alphabet is case sensitive).
  - b. Click **Submit**.
3. On the Account Registration screen:
  - a. Create a user name
  - b. Create a password following the restrictions
  - c. Choose your Hint Questions and enter the answers (3 questions and answers)
  - d. Click **Create Account**
4. On the Login screen
  - a. Type your Username
  - b. Type your Password (exactly as you created it (alphabet is case sensitive))
  - c. Click **Log In**
5. Click on the tabs to view your child's information

**IF YOU HAVE ALREADY REGISTERED**, follow these steps:

1. Enter the website name in your Internet browser: <https://family.lausd.net>
2. On the Login screen
  - a. Type your Username
  - b. Type your Password (exactly as you created it (alphabet is case sensitive))
  - c. Click **Log In**
3. Click on the tabs to view your child's information

