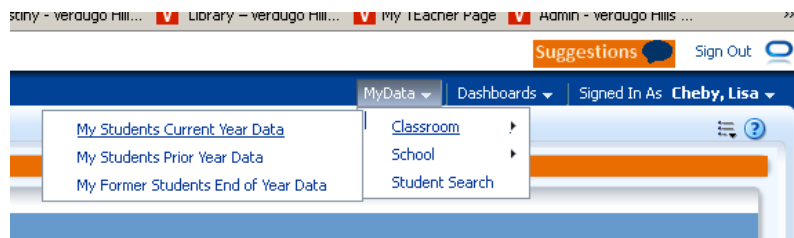


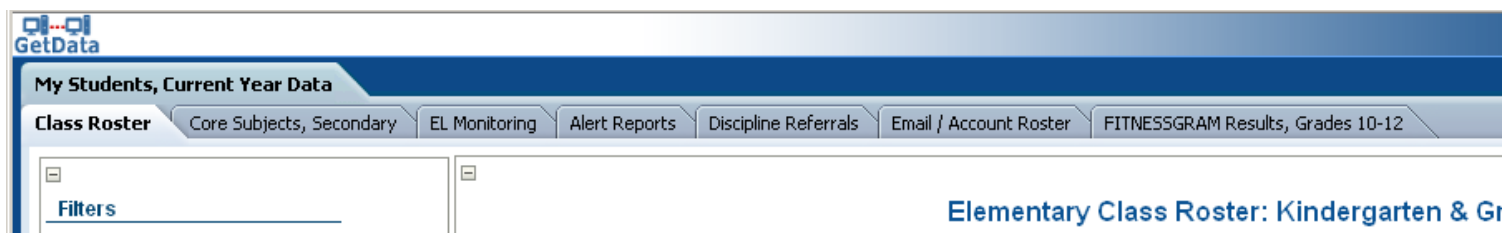
How to Print Email Account Rosters & Activate Student Email Accounts

You may now print student email rosters for your classes in MyData.

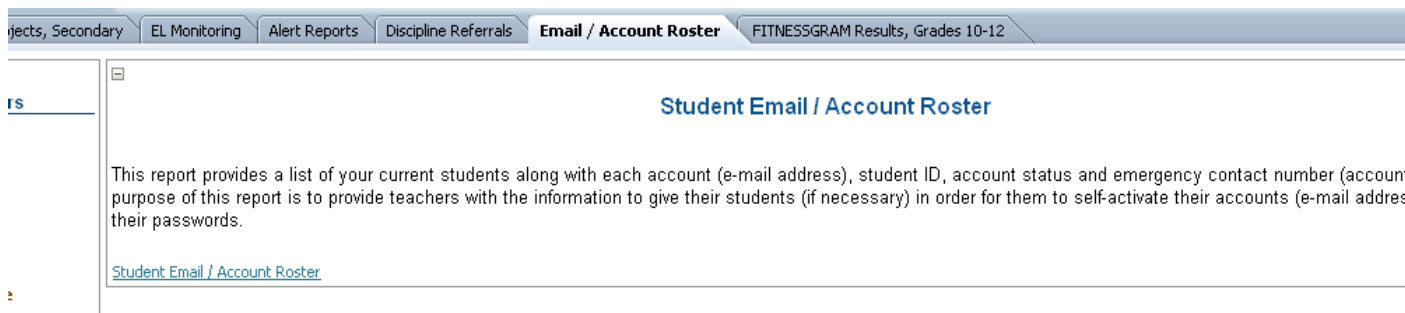
1. Log into My Data
<http://achieve.lausd.net/mydata> using your SSO
2. Choose the following form the embedded menus:
 - a. MyData>Classroom>My Students Current Year Data



3. In the tabs on top choose click on “Email Account/Roster”



4. On the left, use the filters to choose classes. In the window that appears click “Student



email/ account roster”

5. You should now see a list with all your students’ names, ID’s, email addresses, and PINs. Students may use this information to activate or reset their passwords [via the link on the library page](#). (Verugohs.org>Quicklinks>Library>Student Emails link in the right hand red box of links).

Why activate student LAUSD Emails?

Provides students with a professional/educational account separate personal emails

Will always be able to access on or off campus without firewalls or blocks

Allows students to download [ebooks](#) and use advanced features of the Library Catalog

Last updated 3/2615

Verdugo High School Library & Research Center

Lisa Cheby, Librarian

Allows students to access [LAUSD subscription services](#) off-campus

Allows students to log into the wifi on personal devices

Allows students access to Google Apps for file storage and multimedia tools