



Schoology: MyMail PIN APP

PURPOSE

WHY MUST I DO THIS?

The MyMail PIN app can be used by teachers to assist students in resetting their MyMail passwords. Student MyMail account passwords need to be reset every 180 days for security purposes and require the use of a PIN number to reset their passwords. This app will provide teachers with the PINs required for this process.

LOG IN

Go to <https://lms.lausd.net>, using your single sign-on (SSO).

MENU PATH

Schoology Home Page > Courses [Select MiSiS Course] > MyMail PIN

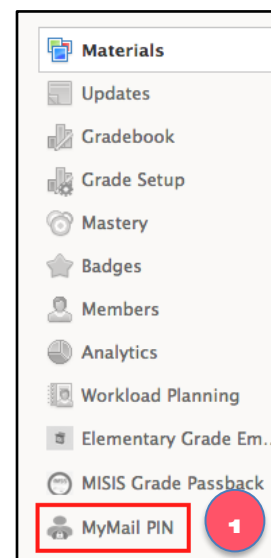
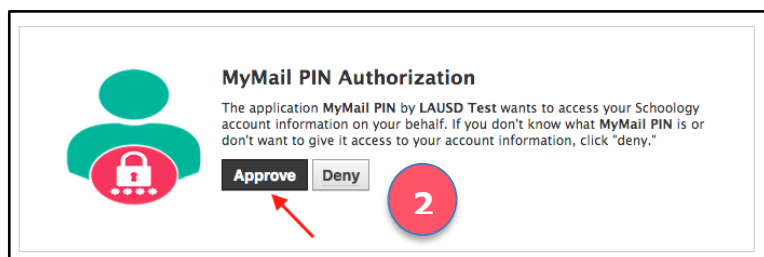
REMINDERS

The **MyMail PIN** app is currently available outside of the LAUSD network as a result of the COVID-19 school closures. The **MyMail PIN** app will **only** work with MiSiS created courses. Students can reset their passwords by going to <https://mylogin.lausd.net/>.

PROCEDURE

Step 1 From a MiSiS created course, click on the **MyMail PIN** app from the left-hand menu.

Step 2 The first time you access the MyMail PIN app, you will be asked to Approve the installation of the app. Click **Approve** to continue.





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Step 3a A roster of the students in your course will appear.

Home Courses Groups Resources						
Hover over hashtags to reveal PIN.						
Cost Center Code	Student Name (Last,First)	Student District ID	Account (Email)	Account Status	ECN #	Student PIN
1 01	[REDACTED]	[REDACTED]	[REDACTED]@mymail.lausd.net	ENABLED		####
1 01	[REDACTED]	[REDACTED]	[REDACTED]@mymail.lausd.net	ENABLED		####
1 01	[REDACTED]	[REDACTED]	[REDACTED]@mymail.lausd.net	ENABLED		####

Step 3b Hover over the hashtag to reveal the student PIN number.

Student PIN
####
####
4734
####

ERROR MESSAGES

You may experience one of the following messages when using the MyMail PIN app.

- Please select course/section before initializing app**
 - This message appears when you select the MyMail PIN app from the **Home** screen. The MyMail PIN app must be used from within one of your MiSiS courses/sections.
- This is a non MiSiS course. Please verify that you have MiSiS access to this section/course**
 - This message will appear when you select the MyMail PIN app from a user created course. The MyMail PIN app must be used from within one of your MiSiS courses/sections.
- An error occurred while processing your request.**
 - This message will appear when you select the MyMail PIN app and you are not the official roster carrying teacher for the course/section. Make sure you are assigned to the course/section in MiSiS Master Scheduling. Consult with your Scheduling Administrator for assistance.