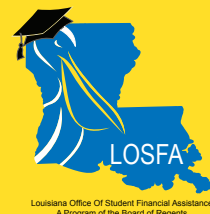


How to Register for a STUDENT HUB ACCOUNT



1

**CLICK
HERE**

to access www.mylosfa.la.gov.

2

Hover over **Applications** and choose **Student**.

3

Scroll down to the bottom of the page.

4

Click the **Register Here** Button.

5

Select **Student** or **Parent**.

6

Select if you are registering with a 10 digit **Louisiana Secure ID (LASECID)** or the 6 digit **LOSFAID**.

- **High School Students** will most likely register using a **LASECID**.
 - The LASECID can be obtained from your high school counselor.
 - If you attend an approved private high school, use your social security number to register.
- **College Students** typically register using a **LOSFAID**.
 - To obtain the LOSFAID, e-mail LOSFA at custserv@la.gov with your full name and date of birth.

7

Enter the LASECID or LOSFAID, Student's First Name, Student's Last Name, Student's Date of Birth, and High School Attended. **DO NOT ABBREVIATE THE HIGH SCHOOL NAME!** (Example: if you attend Swamp High School, do not put SHS or Swamp. Type out Swamp High School.)

8

A pop-up box that says "**Information – Student Found**" should show if the information you entered is correct.

9

Enter your information to create your account. This includes a login name, password, password verification, challenge question, e-mail address (use an e-mail that you will have access to after high school graduation) and type of e-mail (Choices are: Parent Home, Parent School, Parent Work, Student Home, Student School, Student Work).

10

Click **Register** to finish.

11

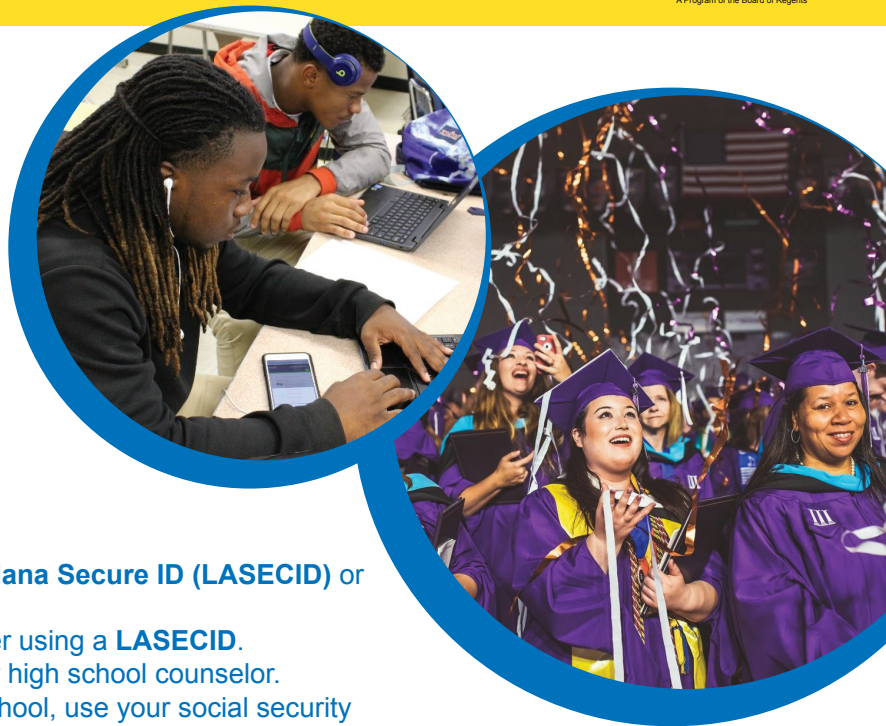
Once finished, **login using your login name and password**.

12

Once you are logged in, under the Welcome Text, you should see your **LOSFAID** has been automatically assigned to you.

13

Once you have created your account, you will have access to your **TOPS Tracker** (high school transcript information) and **ACT Scores**. This information will populate once your school has a signed consent form on file for you. **Please update your home address and telephone number under the contact information tab.**



NOTES:

- Passwords expire every 12 months.
- If the student has taken the ACT, the information will populate 48 hours after registering for a Student Hub Account.