Use **Firefox as your browser** and follow the links below:

https://getdata.lausd.net or http://achieve.lausd.net/getdata

Step 1: Log-in using your single sign on password.

Step 2: Click on the MyData

Step 3: Select "Alert Data" from the MyData drop-down menu in the top right hand corner or from the landing page (School Dashboard) and select "Alerts, Secondary."

Step 4: Manipulate the data by using the drop down options to the left side of the screen and be sure to select "Apply" when completing each search.

Step 5: Preparing to Download the report: Scroll to the bottom of the screen and click on the double arrow. If you don't click the double arrow, the system will only download the first 25 records and not the entire report.

Step 6: To Download: Go to the Page Options icon next to the Question Mark icon located at the top right hand side of the screen. Select "Export to Excel", then "Export Entire Dashboard".

Step 7: Select "Ok" to open the Alerts, Secondary report with Microsoft Excel.

Step 8: Save your report and use your filters as needed.