

Job-Aid-How to Request BTB App Access for BTB-Admins.

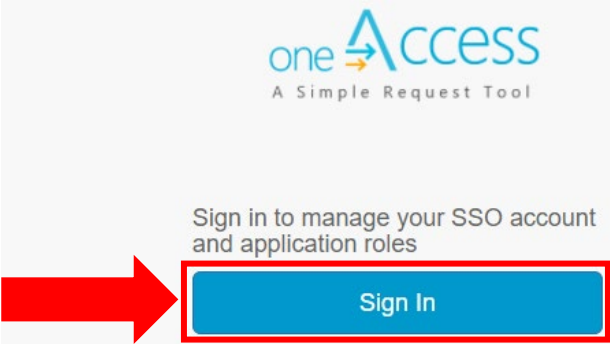


BEFORE YOU GET STARTED

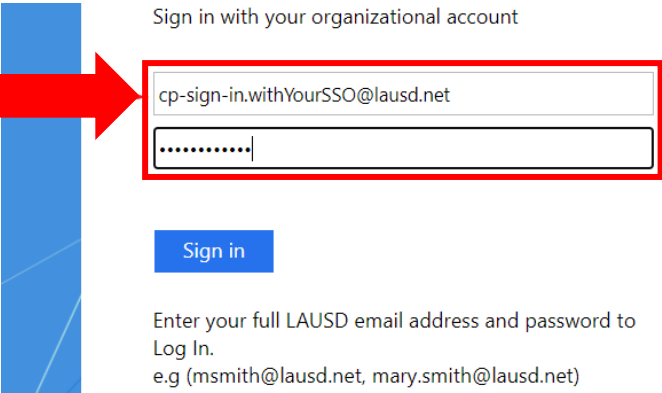
- You must have an active LAUSD single sign-on (SSO) account prior to request a role to BTB App
- Note that the preferred browser when using BTB-App request is Chrome.

Step 1. <https://oneaccess.lausd.net/> (click the link to access OneAccess web page)

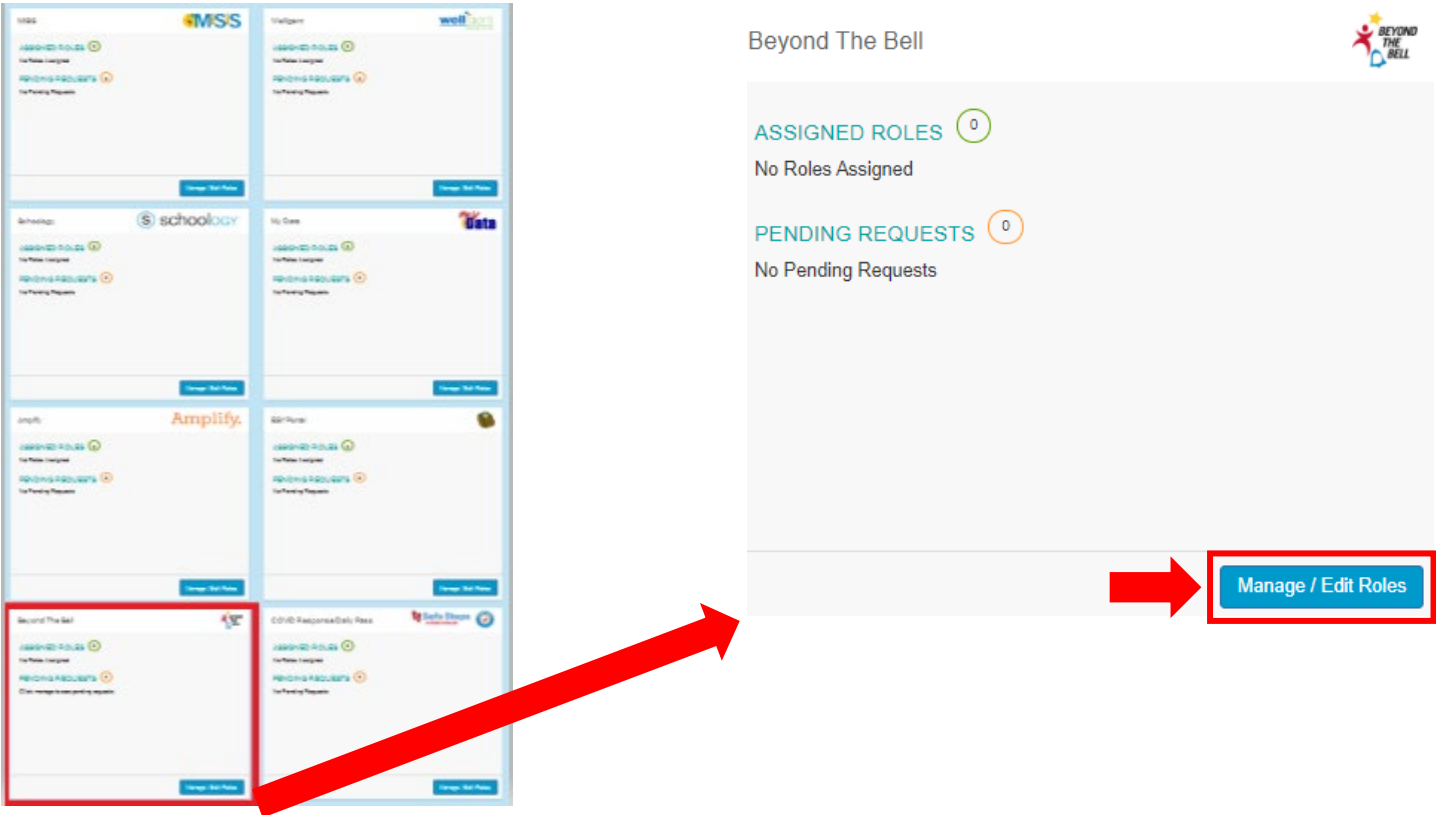
Step 2. Select “Sign in to manage your SSO account and application roles.”



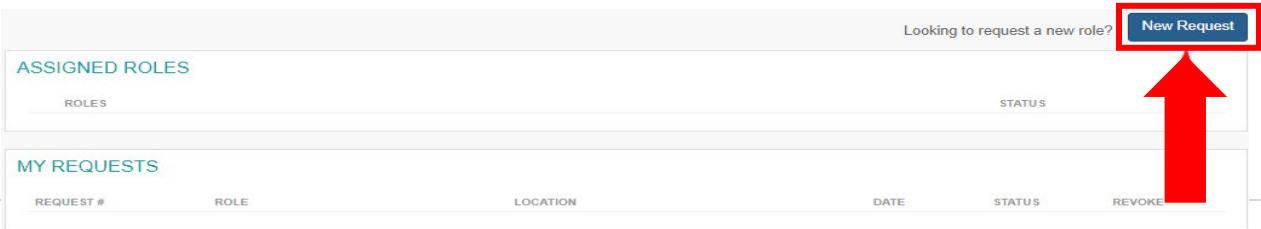
Step 3. Sign-In with your Single Sign-On (LAUSD email)



Step 4. Scroll down to the Beyond The Bell application and select **Manage/Edit Roles**.



Step 5. Select “New Request”



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Step 6. Complete the following questions using the drop-down menus: **1 Agency**, **2 Role**, **3 Location/s**, **4 Done Editing**

List of BTB-App for BTB Administrators

BTB-Admin

BTB-Administrative Analyst

BTB-Administrative Coordinator

BTB-Administrator

BTB-Agency Director

BTB-Field Supervisor

BTB-Program Manager

BTB-Senior Director

BTB-Site Coordinator

BTB-Site Staff

Check-in with your Supervisor/Manager for your assigned BTB-app role.

*If you select the incorrect BTB-app Role, the Administrator will deny your BTB-application.

Role Request Builder

SELECT AGENCY 1

Select Agency

SELECT ROLE 2

Select Role

SELECT LOCATIONS 3

Select Locations

4

Done Editing

Cancel

☐ I have read and agree to the [Responsible Use Policy](#) and [Information Protection Policy](#) .

Submit Request

Cancel

✓ 3 Location/s -- Multiple locations is an option for Substitutes/Supervisors/Traveling Staff

SELECT LOCATIONS

107TH ST EL (1585701) x 109TH ST EL (1583601) x 10TH ST EL (1708201) x 116TH ST EL (1586301) x 112TH ST EL (1588401) x

***Step 7.** If you are **not assigned multiple roles**, go to step 8

One BTB-app Role is allowed per agency | **Multiple roles** are allowed if you work for more than one agency

a. If you are assigned multiple roles, Select + Add Role and repeat **Step 6**.

Role Request Builder

LOCATION TYPE	ROLES	LOCATIONS		
School	Site Staff Or Site Staff Lead	109TH ST EL (1583601)		
			<div>+ Add Role</div>	

☐ I have read and agree to the [Responsible Use Policy](#) and [Information Protection Policy](#) .

Submit Request

Cancel

Step 8. After reading the terms and conditions to proceed, select **“Submit Request.”**

☒ I have read and agree to the [Responsible Use Policy](#) and [Information Protection Policy](#) .

Submit Request

Cancel

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Step 9. After your BTB-app Role is approved, you should receive an email confirmation from OneAccessAdmin@lausd.net (example below)

OneAccessAdmin@lausd.net

Your Access Request #850F2AE0 regarding Beyondthebell-850F2AE0 ... 11:44 AM

Dear [redacted], [redacted]: Your Access Request #850F2AE0 has been approved. Acces...

From: <OneAccessAdmin@lausd.net>

Date: Tue, Jul 27, 2021 at 3:48 PM

Subject: Your Access Request #AF039F9B regarding Beyondthebell-AF039F9B has been approved

To: <[\[redacted\]@lausd.net](mailto:[redacted]@lausd.net)>

Dear Gomez [redacted]:

Your Access Request #AF039F9B has been approved.

Access Request:

Application : Beyond The Bell

Role : OST Program Manager **← Name of your selected role**

Location : [redacted] **←Name of your selected site**

Effective Date : 2021-07-27 22:48

Expiration Date: 2048-12-11 22:48

Step 10. Sign into BTB-app by using your Single Sign-On. Also, please sign out when you’re done using the BTB-app.

BTB-app URL: <https://btbapp.lausd.net/home>

SSO SIGN IN

You will be redirected to SSO login screen.

User Guide

Access to BTB-App roles

Site Staff or Site Staff Lead: iPad

Site Coordinator or OST staff: Desktop/Laptop

OST Program Manager Role: Desktop/Laptop

Agency Director Role: Desktop/Laptop

BTB-App Support: <https://ihi.gitbook.io/btb-user-guide/>

Step 11. *If you are Site Coordinator, Program Manager, Director, sign in through a desktop/laptop to Verify 1 School/s you applied for 2 BTB-app Role with your organization name/with BTB-app Role (example below).

LAUSD BTB

Dashboard

Funding

Schools

Students

Activities

Staff

Reports

Schools

Schools List

The following is the list of schools

School Name ^

LELAND ST EL

Showing 1 to 1 of 1 school.

Schools List

The following is the list of schools

School Name ^

LELAND ST EL

Showing 1 to 1 of 1 school.

STAR Education

Site Coordinator/OST Staff