

Job-Aid-How to Request BTB App Access for External Agencies



BEFORE YOU GET STARTED

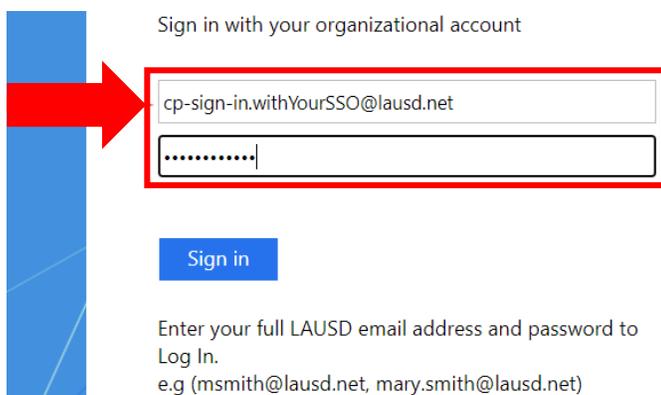
- You must have an active LAUSD single sign-on (SSO) account prior to request a role to BTB App
- Note that the preferred browser when using BTB-App request is Chrome.

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

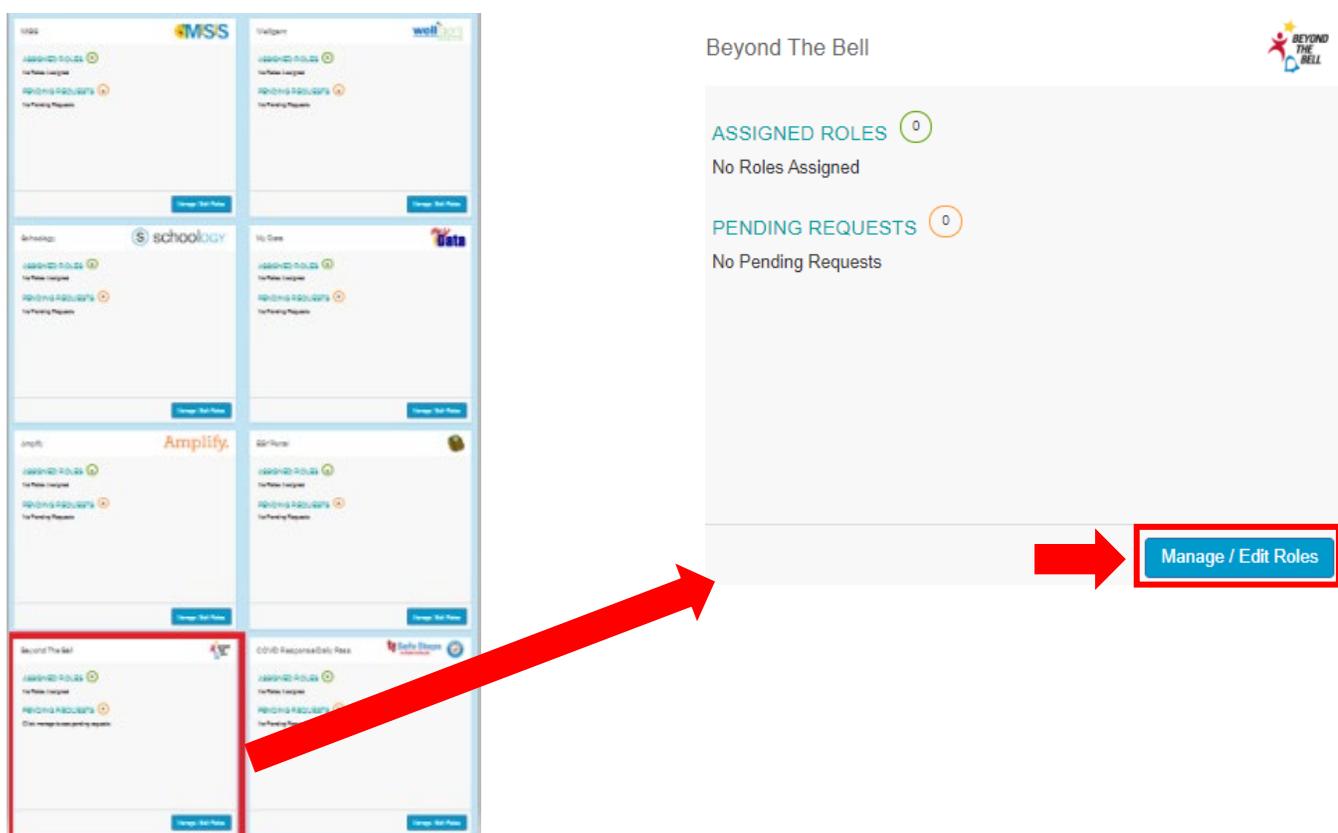
Step 2. Select “Sign in to manage your SSO account and application roles.”



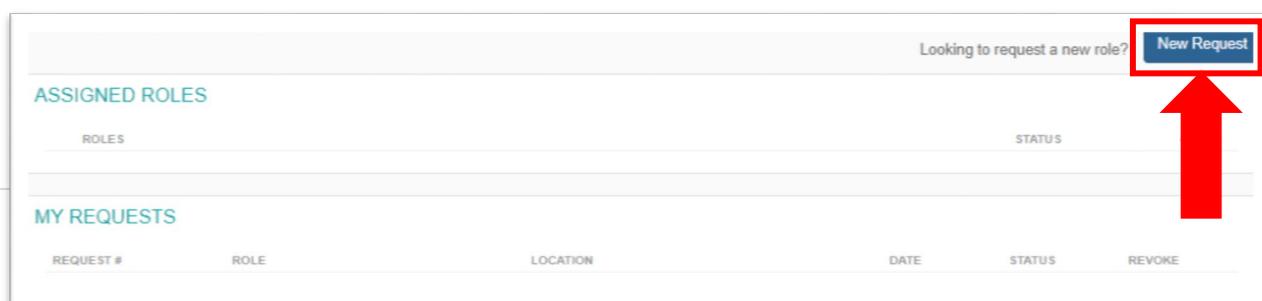
Step 3. Sign-In with your Single Sign-On (LAUSD email)



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**

Agencies listed below applies to BTB-App roles

A World Fit For Kids, After School All-Stars L.A., arc, BGC Carson, BGC L.A. Harbor, Bresse Foundation, Children Youth & Family Collaborative, Creative Brain Learning, Educare Foundation, Gang Alternative Program, Keep Youth Doing Something Inc., Kids for College, Kids Protectors of the Enviroment, LACER, Legacy L.A., L.A.Corps, Salesian Family Youth Center, South Bay Center for Counseling, STAR Education, Team Prime Time, UCLA, Woodcraft Rangers, YMCA of Metropolitan Los Angeles

External Agencies-BTB-App Roles

- CBO-Site Staff
- CBO-Site Coordinator
- CBO-Program Manager
- CBO-Agency Director

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)		

+ Add Role

I have read and agree to the Responsible Use Policy and Information Protection Policy .

Submit Request Cancel

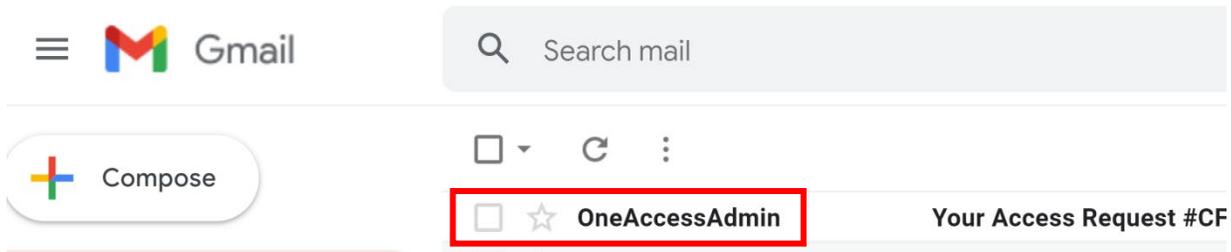
Step 8. After reading the terms and conditions to proceed, select **“Submit Request.”**

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). District staff check your LAUSD email for approved confirmation.



From: [<OneAccessAdmin@lausd.net>](mailto:OneAccessAdmin@lausd.net)
 Date: Tue, Jul 27, 2021 at 3:48 PM
 Subject: Your Access Request #AF039F9B regarding Beyondthebell-AF039F9B has been approved
 To: [<OneAccessAdmin@lausd.net>](mailto:OneAccessAdmin@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>



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 a Site Coordinator, Program Manager, or Director, please sign in through a desktop/laptop to Verify 1 School/s you applied for 2 BTB-app role/s with your organization name (example below).

