

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



BEFORE YOU GET STARTED

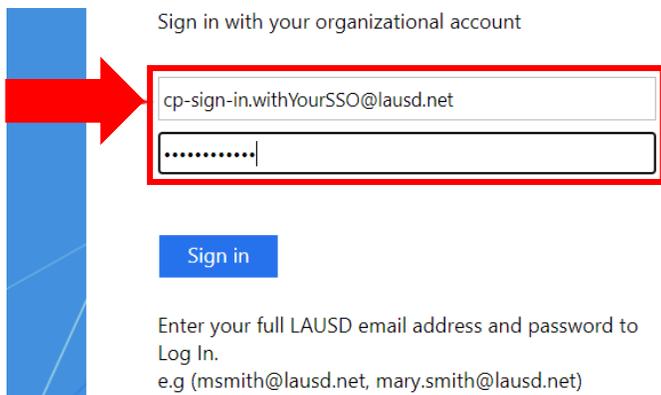
- You must have an active LAUSD single sign-on (SSO) account prior to request a role to BTB App
- Note that the preferred browser when using BTB-App request is Chrome.

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

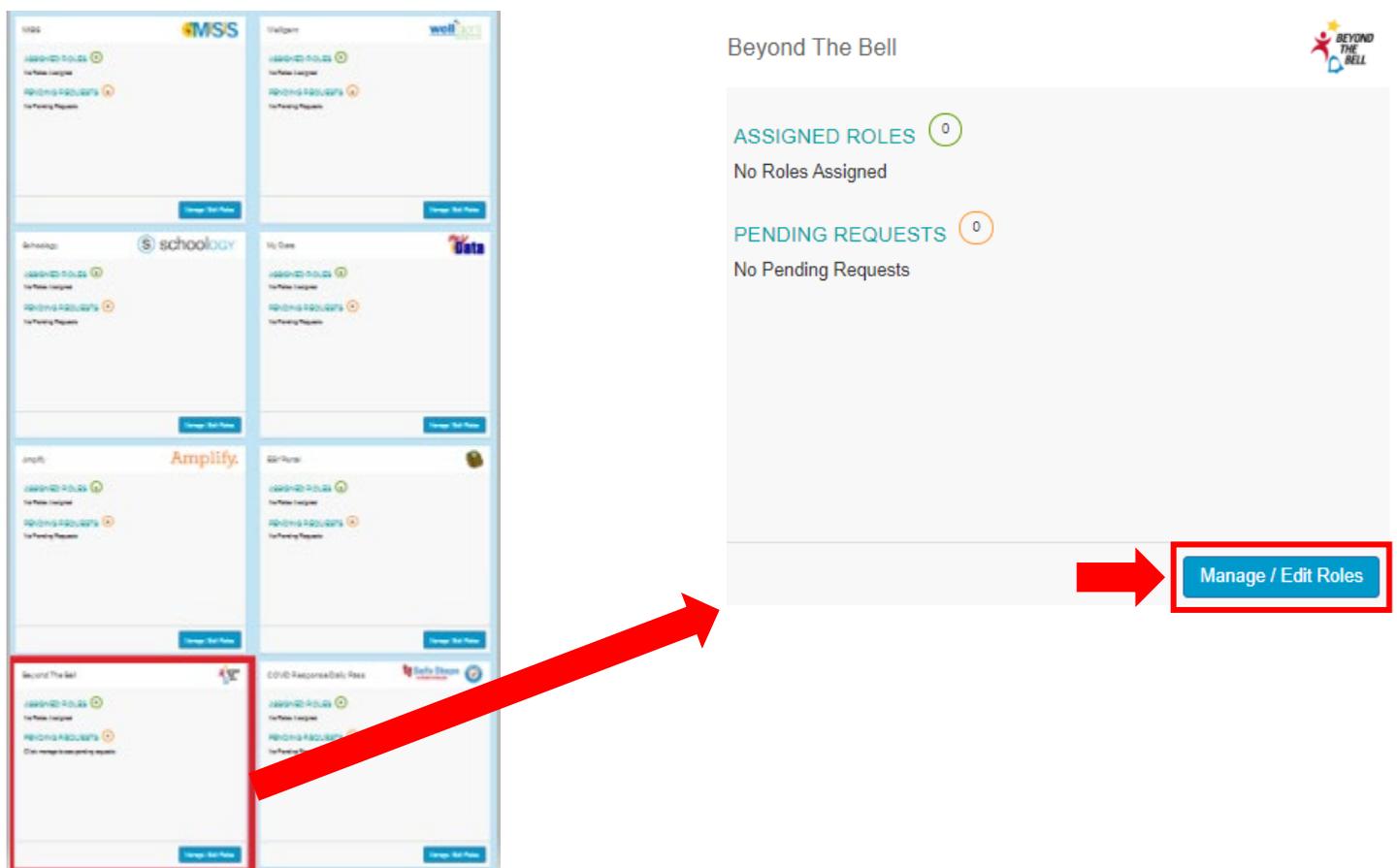
Step 2. Select “Sign in to manage your SSO account and application roles.”



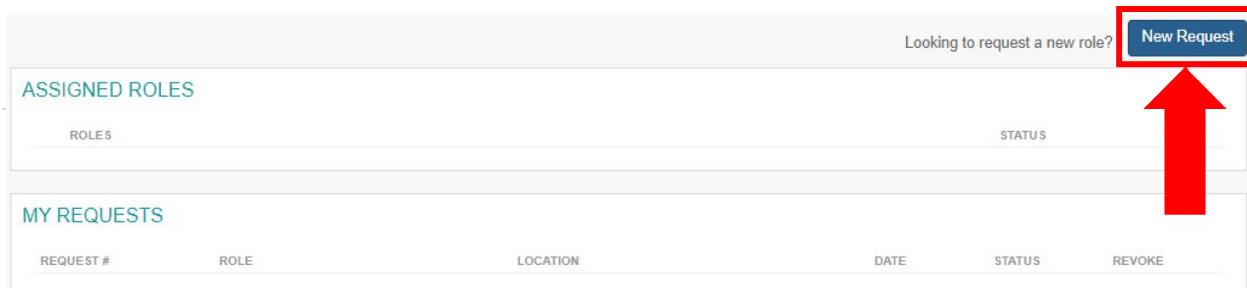
Step 3. Sign-In with your Single Sign-On (LAUSD email)



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**

List of BTB-App Internal/Collaborative roles.

LA's BEST	LAB-Site Staff LAB-Site Coordinator LAB-Program Manager LAB-Agency Director	Youth Development Program	YDP-Site Staff YDP-Site Coordinator YDP-Program Manager YDP-Agency Director
Reay-Set-Go!	RSG-Site Staff RSG-Site Coordinator RSG-Program Manager RSG-Agency Director	Youth Services	YS-Site Staff YS-Site Coordinator YS-Program Manager YS-Agency Director
<p>Check-in with your Supervisor/Manager for your assigned BTB-app role.</p> <p><i>*If you select the incorrect BTB-app Role, the Administrator will deny your BTB-application.</i></p>		Youth Services Plus/LA 84	YSP/LA84-Site Staff YSP/LA84-Site Coordinator YSP/LA84-Program Manager YSP/LA84-Agency Director

Role Request Builder

1 SELECT AGENCY

2 SELECT ROLE

3 SELECT LOCATIONS

4 Done Editing

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

✓ **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

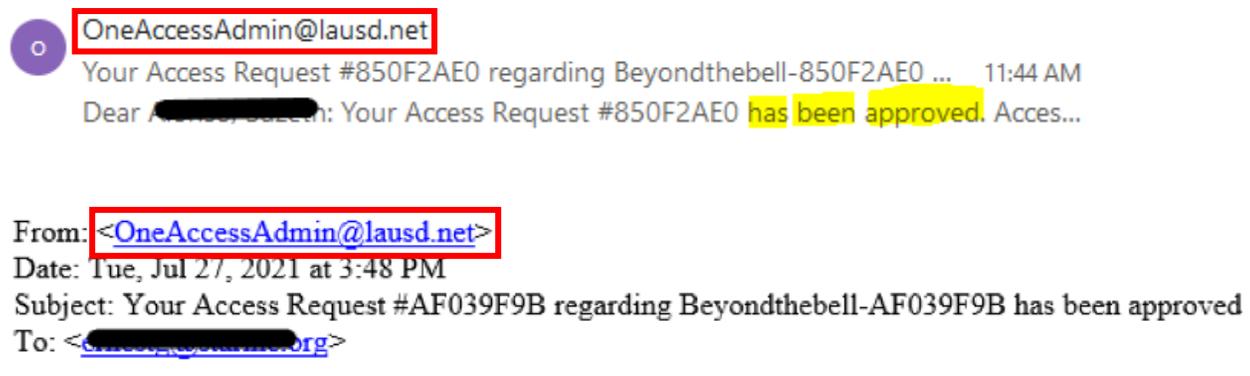
I have read and agree to the [Responsible Use Policy](#) and [Information Protection Policy](#).

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](#).

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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)



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>

The screenshot shows the BTB app login screen. The "SSO SIGN IN" button is highlighted with a red box. Below the button, it says "You will be redirected to SSO login screen." and "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).

The screenshot shows the BTB app interface. The "Schools List" section is highlighted with a red box, showing a list of schools with "LELAND ST EL" selected. A red arrow points from this section to a larger view of the "Schools List" which includes the text "The following is the list of schools" and "School Name -". Another red arrow points from the "STAR Education" role selection in the sidebar to a larger view of the "STAR Education" role, which is labeled "Site Coordinator/OST Staff".