



OneAccess Approver User Guide

Version 3.2

October 30, 2019

Admin Portal

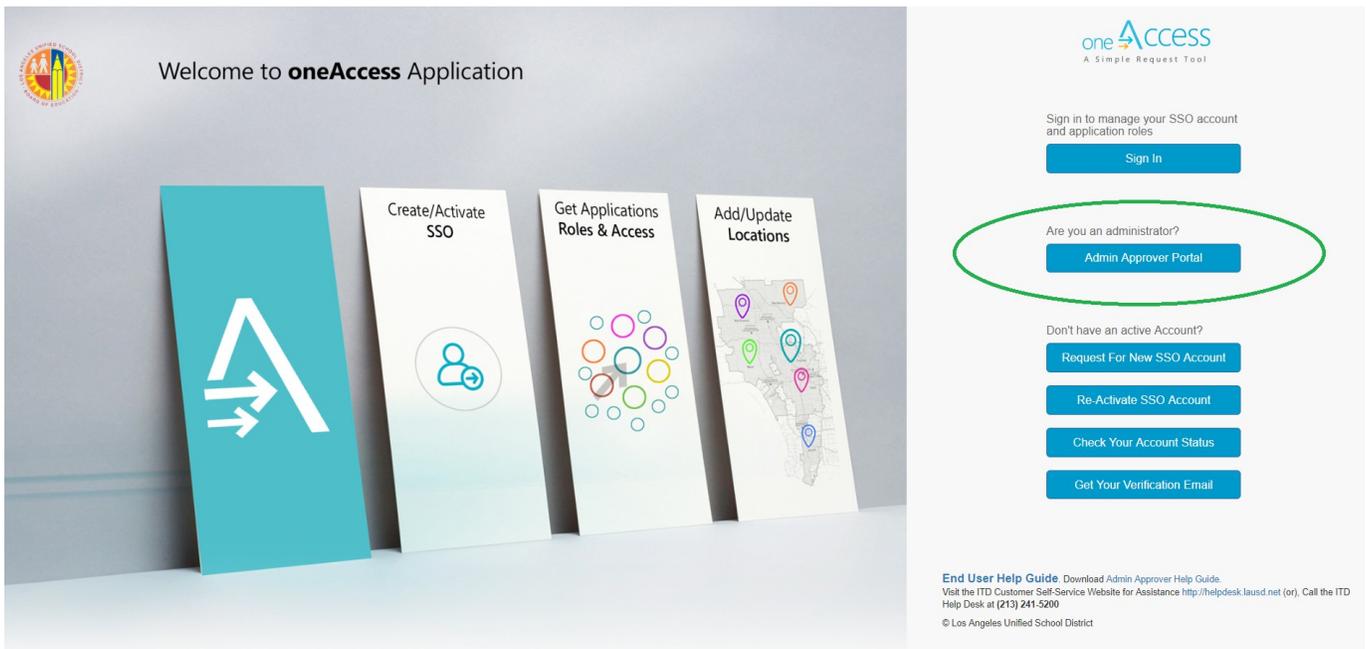
Preferred browser for OneAccess Admin Portal is Chrome.

Landing Page

Administrative Approvers should go to URL: (<https://oneaccess.lausd.net>). On the right hand side under the label **Are you an Administrator?**

Users should click button **Admin Approver Portal**. Once clicked, please enter your user name (full email address i.e. username@lausd.net) and password.

This will take you to the home page described in Figure 1 below.



Home Page

Approval or rejection of user SSO account requests is handled through the oneAccess **Admin Approver Portal** located at the following URL: (<http://oneaccessadmin.lausd.net/IdentityManagement>). The home page that loads will be similar to the view in Figure 1.

Note: that you may have the same or fewer options and links on the screen that loads for you based on your user permissions. To confirm successful login, the page will load to the portal with a welcome message directed to you as highlighted.

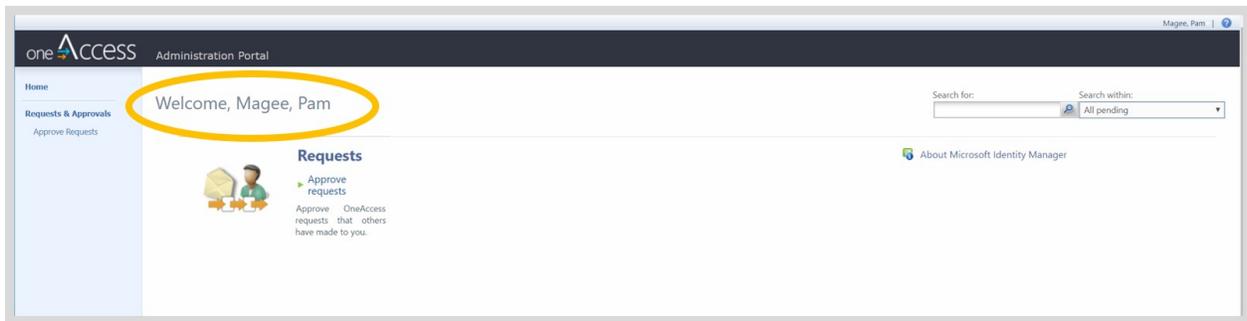


Figure 1

View Requests

To view current request, navigate to **Request & Approvals** section on the left hand navigation bar and click **Approve Requests**. The page with any current requests will load on the screen as seen in Figure 2.

Note: The navigation pane may appear differently to you depending on your access rights. The screenshot emphasizes the relevant sections necessary to handle requests.

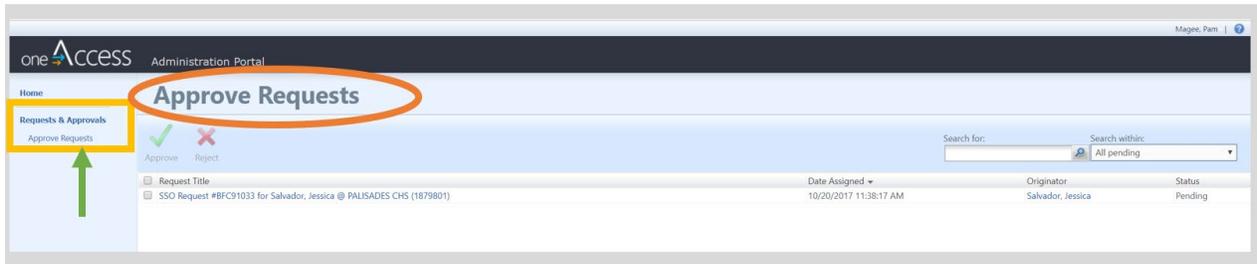


Figure 2

View Request Details

To view the details of the request, click on the blue hyperlink text under **Request Title** column as highlighted in Figure 3. A detail pane of the request will show up on the screen.

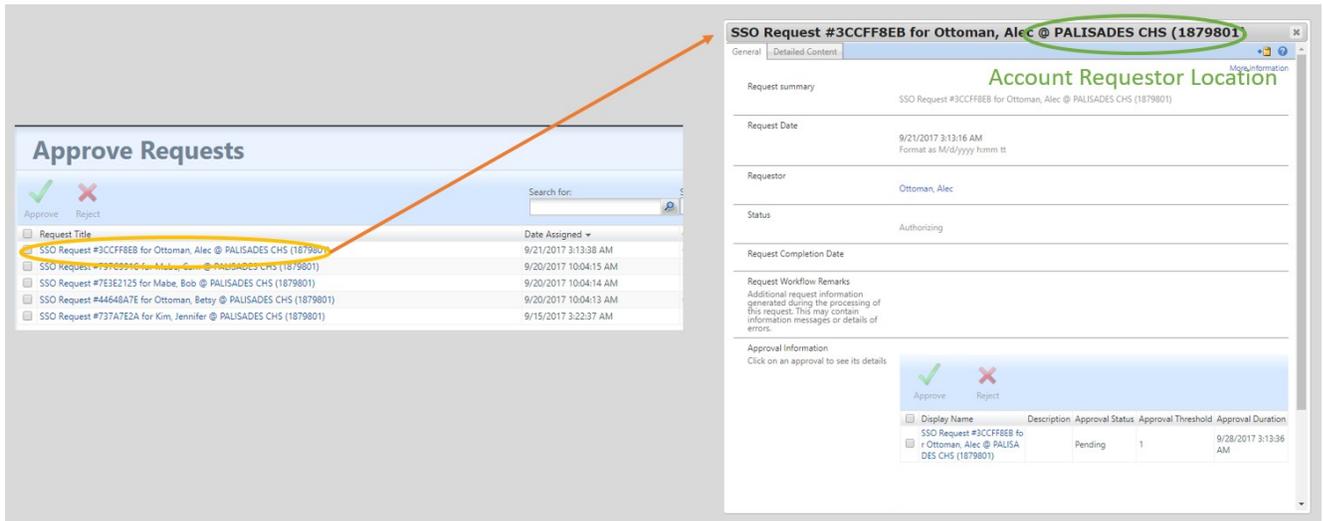


Figure 3

Approve or Reject a Request

To approve or reject a request, you must check the box of the specific request(s) Figure 4. The figure highlights the check box in the blue circle

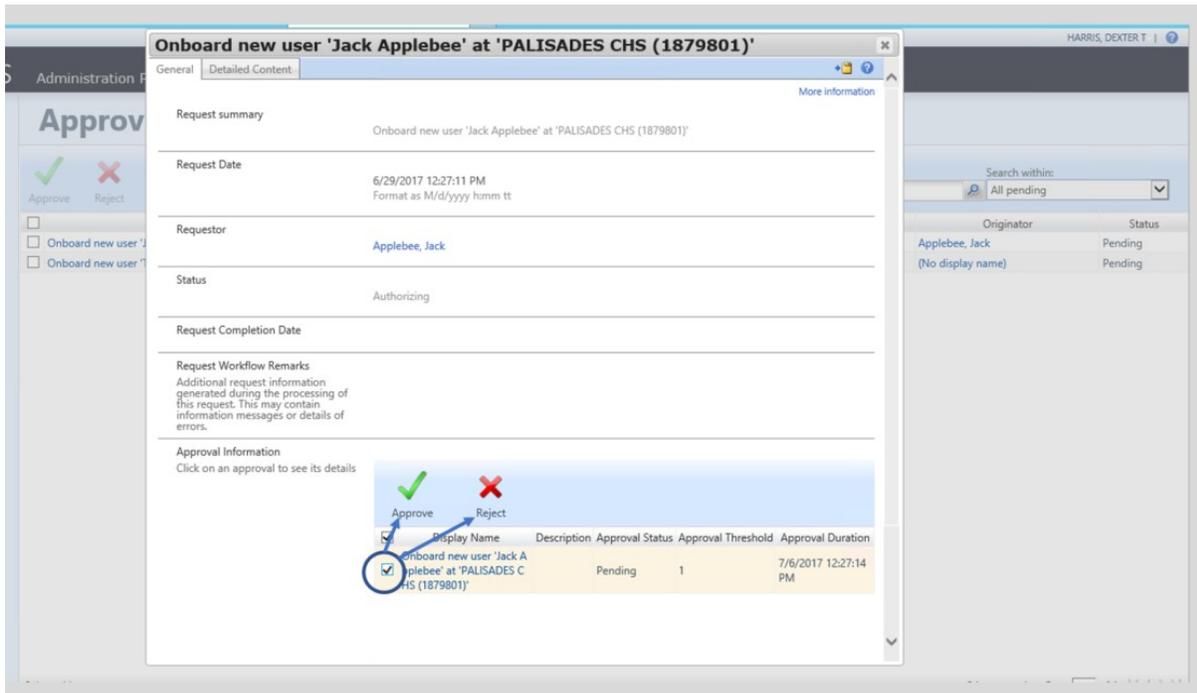


Figure 4

Once the box is checked, you may either approve or reject the request which will bring up an additional dialogue where you must click **submit** (Figure 5).

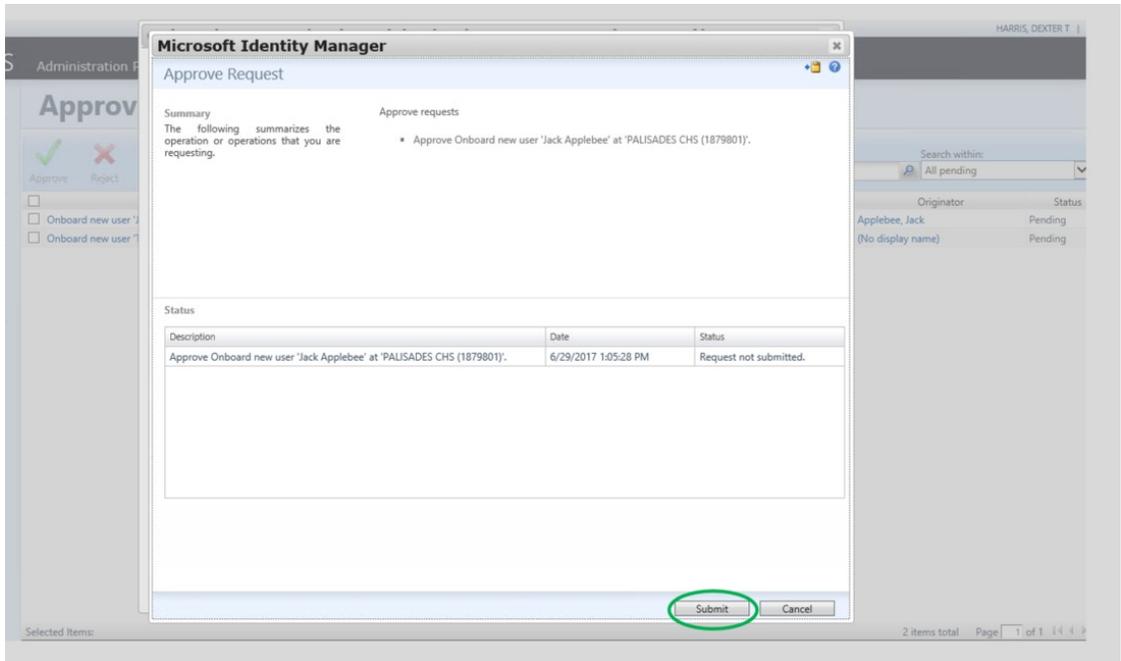


Figure 5

Lastly, a confirmation dialogue pops up. Click **OK** to exit out of the dialogue. (Figure 6).

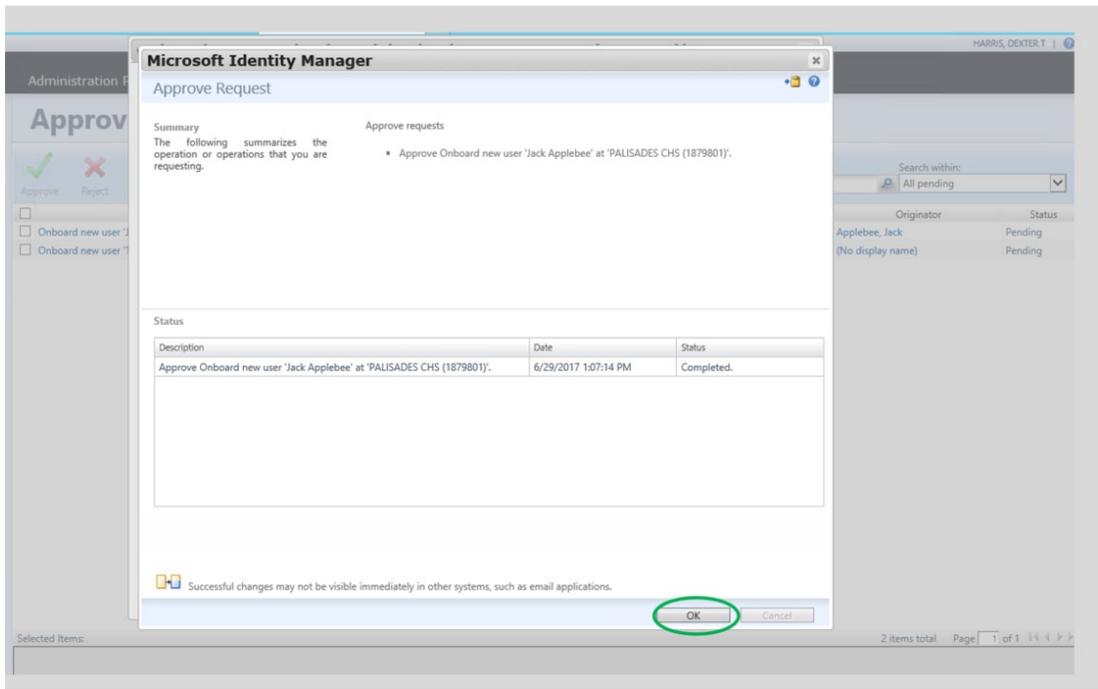


Figure 6

Note that the last popup window shows the request with the updated status of the request. In Figure 7, note the new status of the request and click **OK** to exit out of the dialogue.

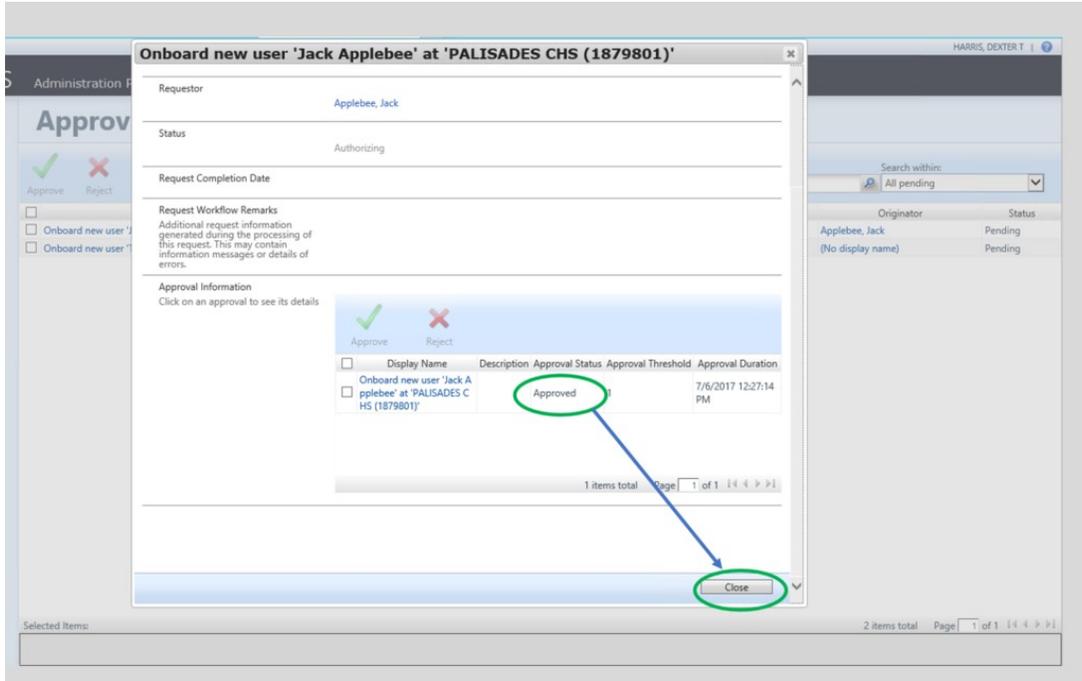


Figure 7

To reject a request, you must check the box next to the request as in Figure 4 and click **Reject** button. An action summary window pops up so that the action can be reviewed and then submitted as per Figure 8.

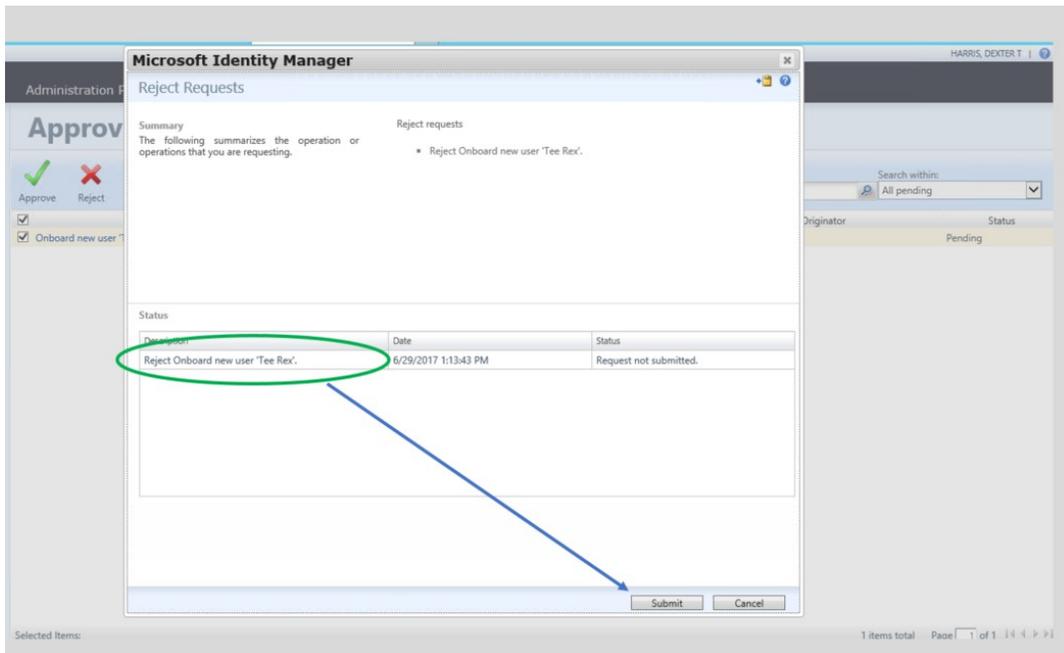


Figure 8

After the action is submitted, a summary is presented where you may note the completed status of the rejection and can exit out of the pop up by clicking **OK**. (Figure 9)

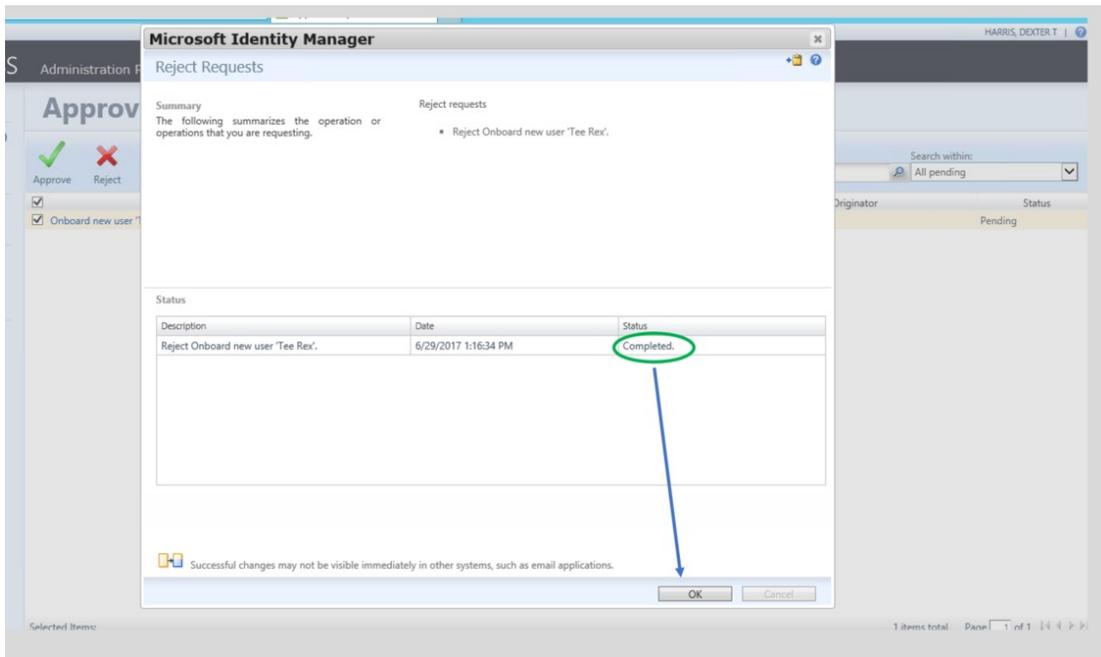


Figure 9

Email Notifications

Both end users and request handlers will receive confirmation emails after an action has been performed on the request. The following figures are examples of the scenarios in the previous illustration figures.

Approver – Emails

Approval Pending: Account Request#8FC52D48 for reese, mary
Yesterday at 14:45

Please approve or reject the following SSO Request:

Requestor:
reese, mary (mary.reese@sean.show)

For Location:
PALISADES CHS ([1879801](#)) ;

Request submitted on:
2017-09-19 21:44 (GMT)

User:
Display Name: reese, mary
First Name : mary
Middle Init.:
Last Name : reese
Organization: Testers Inc.2018
Contract # : 19230
Requested Account Expiration: 2018-03-04 00:00
EmployeeType: Non-Employee

Request details:
SSO Request Code: 8FC52D48

Update: Approval Completed: Account Request#386FAB66 - no further action needed
Yesterday at 15:53

The following SSO Request does not require any further action. The Request has been approved, rejected, or the approval activity for this Request has expired.

Requestor:
Singareddy, Lakshmikanth
(lakshmikanth.08@testlausd.net)

For Location:
PALISADES CHS ([1879801](#)) ;

Request submitted on:
2017-09-19 22:34 (GMT)

Request details:
SSO Request Code: 386FAB66

Figure 10- Left: New Pending Request, Right: Request Action Completed

End User – Emails

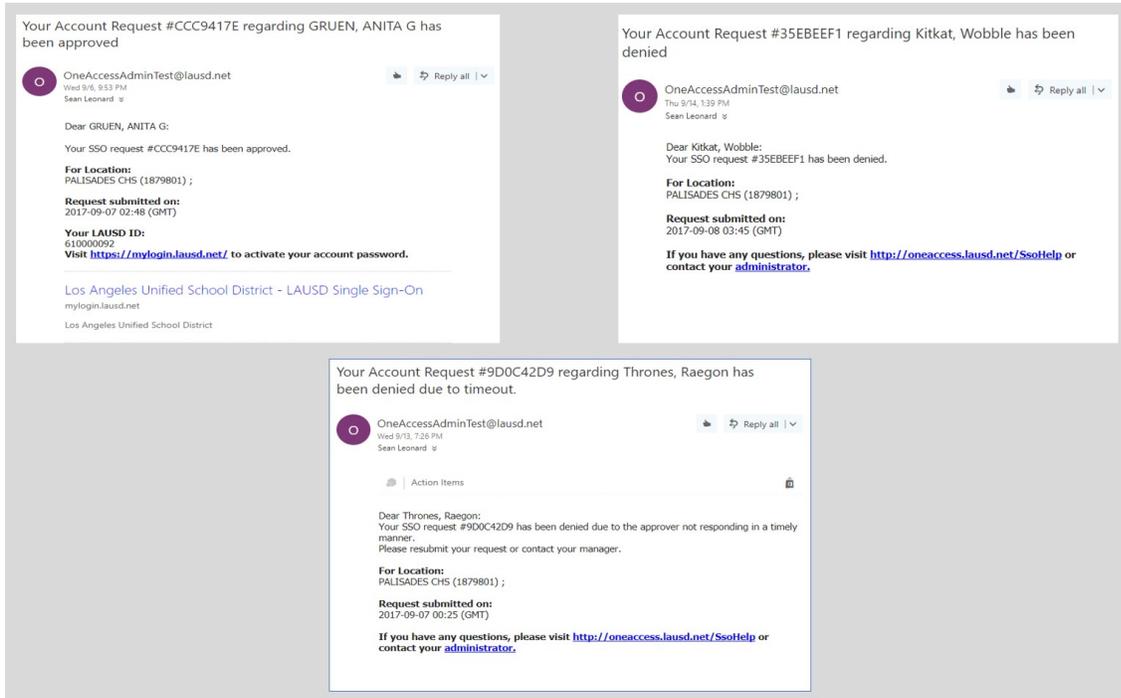


Figure 11 – Top Left: Approved, Top Right: Rejected, Bottom: Time Out Rejection

Revoke or Cancel an Approved Access Request

To remove a role or access to a location approvers can cancel or revoke access approved in the past by using **OneAccess Portal** (different than the *Admin Approver Portal* above).

1. Starts from URL: <https://oneaccess.lausd.net> and click the **Sign In** button

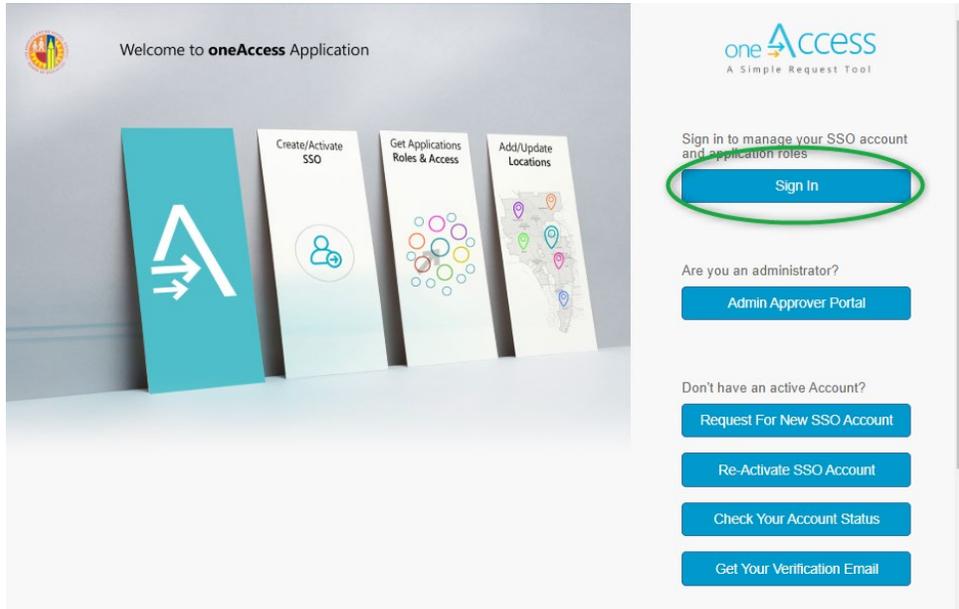


Figure 12 – OneAccess Landing Page

2. Navigate to **View User Access Request** link on the top of the page

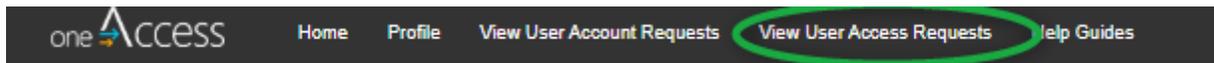


Figure 13 – OneAccess Portal Top Menu

3. Search request by utilizing **Simple Search** or **Advanced Search**.

For faster search, please filter search to more specific field.

Example below is to **use Advanced Search**, filtering by **User** and entering his/her Single Sign-On (without LAUSD.NET)

4. Click the trash bin icon to cancel or revoke access

oneACCESS Home Profile View User Account Requests View User Access Requests Help Guides FIRENSIA WEN [10:04] Sign Out

Admin - User Access Request View

Simple Search
Advanced Search

Search: User frensia.wen Search

Show 10 entries

| ID | Request ID | Request Status | Remove/Add Access | App Name | Role Name | Location Name | Location Code | Start Date | Expire Date | User | First Name | Middle Name | Last Name | LAUSD ID | DOB | SSN | SSO EXP | Contact Email | Creator | Approver |
|--------|--------------------------------------|----------------|---|--|-----------------------|--------------------------------|---------------|------------|-------------|-------------|------------|-------------|-----------|------------|------|-----|-----------------------|---------------|-----------------------|----------|
| 624395 | DA1D289F | Approved |  | One Access User Portal (For Site Admin and Delegates Only) | Helpdesk User | ITD CUSTOMER SUPPORT (1079501) | 0795 | 10/22/2018 | 3/8/2046 | frensia.wen | Frensia | Wen | 01121160 | 12/23/1979 | 0841 | | frensia.wen@lausd.net | frensia.wen | | |
| 625511 | E41D7302-7908-45D6-BAF2-0B0F4B727CA6 | AutoApproved |  | One Access User Portal (For Site Admin and Delegates Only) | District SSO Approver | ITD ENT APPS (1148601) | 1486 | 11/1/2018 | 3/18/2046 | frensia.wen | Frensia | Wen | 01121160 | 12/23/1979 | 0841 | | frensia.wen@lausd.net | frensia.wen | OneAccessOperationsSA | |
| 629341 | 12C8E251 | Canceled |  | MISIS | School Limited Read | SP ED- EARLY ED PROG (1101701) | 1017 | 1/18/2019 | 1/28/2019 | frensia.wen | Frensia | Wen | 01121160 | 12/23/1979 | 0841 | | frensia.wen@lausd.net | frensia.wen | frensia.wen | |

Figure 14 – OneAccess Portal – User Access Request search

Cancellation request will be submitted and processed in a couple of hours.