



Clever – oneAccess Staff Role Request

PURPOSE

The primary purpose of this job aid is to provide guidelines to all district instructional support staff (e.g., coordinators, coaches, administrators) on how to request and manage Clever staff roles and track their processing status via the oneAccess application portal.

WHY MUST I DO THIS?

oneAccess is the system of record for user account management for LA Unified, including Clever roles. Key features include ease of tracking role request status, a quick view of currently assigned Clever staff role locations, and the ability to revoke approved roles. This process replaces the **Requesting Clever Access** Google Form URL.

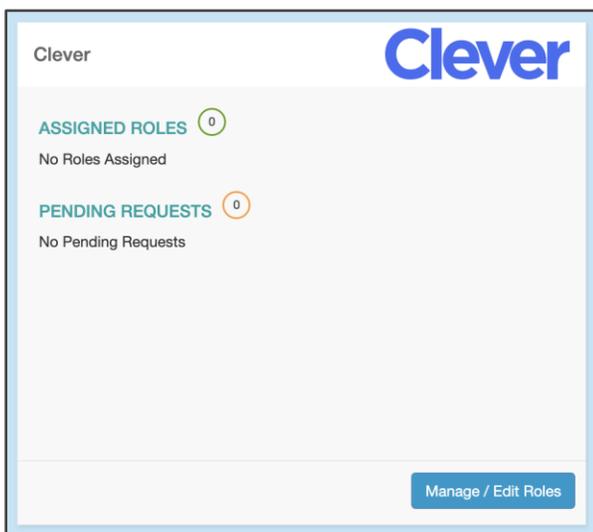
LOG IN

1. Access **oneAccess** at <https://oneAccess.lausd.net>, and click **Sign In** from the landing page.
2. Login using your **single sign-on (SSO)** credentials.

* Note: Only district employees have access to digital tools/applications.

ROLE REQUEST

Step 1 Click on **Manage/Edit User Roles** button for **Clever**.





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Step 2 Click on the **New Request** button.

A screenshot of the Clever dashboard. The top left corner says 'Clever' and the top right corner has the 'Clever' logo. Below the logo, there is a text prompt 'Looking to request a new role?' followed by a blue 'New Request' button. Underneath, there are two sections: 'ASSIGNED ROLES' with columns for 'ROLES' and 'STATUS', and 'MY REQUESTS' with columns for 'REQUEST #', 'ROLE', 'LOCATION', 'DATE', 'STATUS', and 'REVOKE'.

Step 3 Select **Staff**.

A screenshot of the 'Role Request Builder' form in the Clever system. The top left says 'Clever' and the top right has the 'Clever' logo. The main heading is 'Role Request Builder'. Below it, there is a 'SELECT ROLE' section with a dropdown menu currently showing 'Staff'. Below the dropdown is a 'Select Role' field with 'Staff' selected. There is also a 'Select Locations' field. At the bottom right of this section are 'Done Editing' and 'Cancel' buttons. Below this section, there is a checkbox with the text 'I have read and agree to the [Responsible Use Policy](#) and [Information Protection Policy](#) .'. At the bottom right of the form are 'Submit Request' and 'Cancel' buttons.



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Step 4 Select location(s). (Multiple locations can be selected in one request).

Step 5 Click on the **Done Editing** button.

A screenshot of the Clever Role Request Builder interface. The page has a white background with a blue 'Clever' logo in the top right corner. The main heading is 'Role Request Builder'. Underneath, there is a section titled 'SELECT ROLE' with a dropdown menu currently set to 'Staff'. Below that is a section titled 'SELECT LOCATIONS' with a search bar containing 'germa' and a list of results: 'BECKFORD CES (1233501)' and 'GERMAIN ACAD AA (1411701)'. There are 'x' icons to remove items from the list. At the bottom right of this section are 'Done Editing' and 'Cancel' buttons. Below the location selection is a checkbox that is currently unchecked, with the text 'I have read and agree to the Responsible Use Policy and Information Protection Policy'. At the bottom right of the form are 'Submit Request' and 'Cancel' buttons.

Step 6 Place a checkmark to agree to the Responsible Use Policy and Information Protection Policy.

Step 7 Click on **Submit Request**.



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Role Request Builder

LOCATION TYPE	ROLES	LOCATIONS
	Staff	BECKFORD CES (1233501) ✎
		GERMAIN ACAD AA (1411701) 🗑

[+ Add Role](#)

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

Submit Request
Cancel

REQUEST STATUS

A request number is assigned to each pending staff request. A different number is assigned to each request for a different location. **A complete sample is shown below.**

MY REQUESTS					
REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
B58122AF	Staff	BECKFORD CES (1233501)	7/27/2022	Submitted	Submitted
36215054	Staff	GERMAIN ACAD AA (1411701)	7/27/2022	Submitted	Submitted

The processing status of the request will display in the **Status** column. A description of each status is shown below:

Request Status	Description
Submitted	User has submitted role request, pending administrator approval
Approved	Administrator has approved user role request
Canceled	Approved role has been successfully revoked



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Cancel Requested	The system is currently processing a request to revoke a user role
Expired	The role has expired based upon the expiration date of the role request, which is calculated on a role-to-role basis
Rejected	An approver has rejected a user’s role request, or the request has aged out of the system waiting in an approver’s queue

REQUEST APPROVAL

Approvers (principal or other school designee) have 10 days to approve the request. If not approved in time, the request will automatically expire, and a new request will need to be made.

Once a request is approved, the user will see the status **Approved** as well as a recycle bin icon under the column **Revoke**. This revoke button effectively removes the staff role from the school location(s) from the user profile, and s/he will no longer have the staff role at the selected location(s) in **Clever**.

Clever

Looking to request a new role? [New Request](#)

ASSIGNED ROLES

ROLES	STATUS
<ul style="list-style-type: none"> Staff 	Active
GERMAIN ACAD AA (1411701)	Expires: 12/11/2049



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Cancel Request ✕

Are you sure you wish to cancel this request?

MY REQUESTS

REQUEST #	ROLE	DATE	STATUS	REVOKE
B58122AF-1	Staff	7/2022	Submitted	
36215054-1	Staff	GERMAIN ACAD AA (1411701) 7/27/2022	Approved	