

Request Access to COVID Response

Purpose

The primary purpose of this job aid is to provide guidelines to LAUSD employees on how to request and manage COVID Response user roles and track their processing status, via the oneAccess application portal. This includes roles for the COVID CE App (previously Return to School (RTS) system), the Dashboard Reporting system, as well as the Vaccination Registration and Administration Solution (VRAS) dashboard views.

Why must I do this?

oneAccess is the system of record for user account management for these systems. While most school-based roles are granted automatic access based on their HR record, special cases require an access request to be submitted via oneAccess:

- “I tried to log in and received an ‘Access Denied’ message.”
- “I need school-wide access.”
- “I need access to other locations.”

Before you get started...

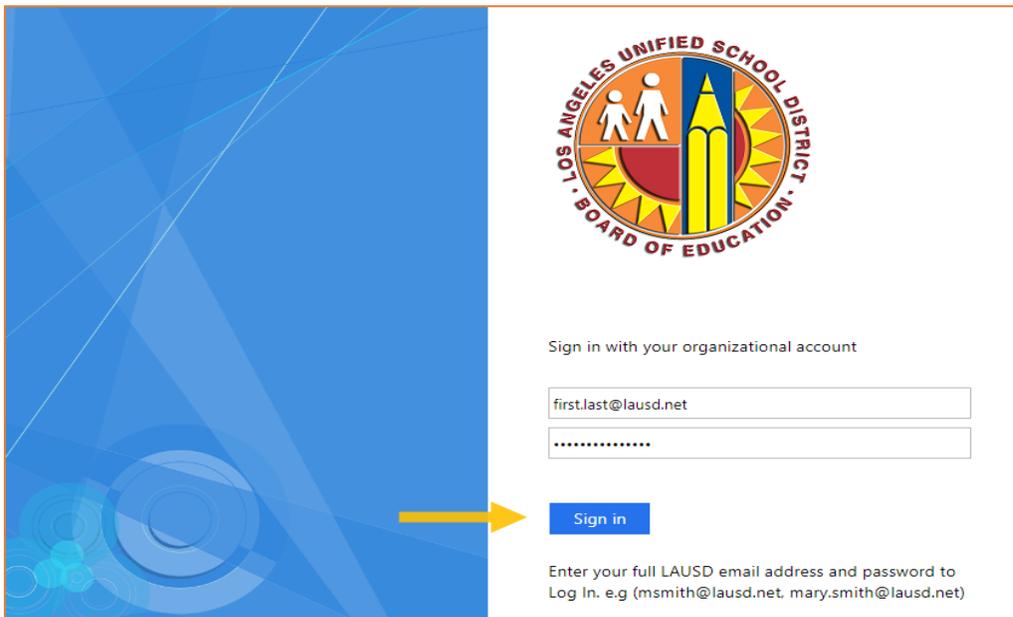
- You must have an active LAUSD single sign on (SSO) account prior to applying for user roles in oneAccess – please activate and/or update your SSO profile prior to using the platform.
- Determine the campus and/or school location(s) you will need access to prior to applying online.
- LAUSD Employees with *Principal, Assistant Principal (AP) or School Administrative Assistant (SAA)* class codes are automatically granted *Daily Pass Dashboard* by oneAccess for their assigned main schools or locations. Additional access requests to other locations need to be submitted by following the steps below.

Procedure – Request Access/Roles in COVID Response

1. Access oneAccess at <https://oneaccess.lausd.net>, and click **Sign In** from the landing page.



2. Log in using your **single sign-on (SSO)** credentials.



3. Under COVID Response, click **Manage / Edit Roles**.

The screenshot displays a two-column interface for managing roles. The left column is titled 'Beyond The Bell' and features a logo with a star and the text 'BEYOND THE BELL'. It shows 'ASSIGNED ROLES' with a count of 0 and 'No Roles Assigned', and 'PENDING REQUESTS' with a count of 0 and 'No Pending Requests'. The right column is titled 'COVID Response/Daily Pass' and features the 'Safe Steps to Safe Schools' logo. It shows 'ASSIGNED ROLES' with a count of 4, listing 'Daily Pass Dashboard' for 'TELFAIR HLTH CNTR (1126901)' and 'Welcomer Summer Dashboard' for 'EAGLE ROCK HS (1861401)'. Below this, it shows 'PENDING REQUESTS' with a count of 0 and 'No Pending Requests'. A yellow arrow points to the 'Manage / Edit Roles' button at the bottom right of the right panel. Both panels have a 'Manage / Edit Roles' button at the top and bottom.

4. Click **New Request**.

The screenshot shows the 'COVID Response/Daily Pass' user interface. At the top right, there is a 'Safe Steps to Safe Schools' logo. Below the header, a blue button labeled 'New Request' is highlighted with a yellow arrow. The main content area is divided into two sections: 'ASSIGNED ROLES' and 'MY REQUESTS'. The 'ASSIGNED ROLES' section contains a table with the following data:

ROLE	STATUS
▶ Daily Pass Dashboard	Active
▶ Welcomer Summer Dashboard	Active
▶ Worksite Access Dashboard	Active
▶ IEM Reporter	Active

5. In the Role Request Builder, select your **role** (see COVID Response user roles below) and the **location(s)** to which you need access. After making selections, click **Done Editing**.

The screenshot shows the 'Role Request Builder' interface. It features two dropdown menus: 'SELECT ROLE' and 'SELECT LOCATIONS'. The 'SELECT ROLE' dropdown is set to 'IEM Reporter'. The 'SELECT LOCATIONS' dropdown is set to 'EL SERENO EL (1356201) X'. At the bottom right, a blue button labeled 'Done Editing' is highlighted with a yellow arrow, next to a 'Cancel' button.

- After reviewing the Terms and Conditions (i.e., the Acceptable Use Policy), (1) check the box next to **“I have read and agree to the Terms and Conditions.”** and (2) click **Submit Request**.

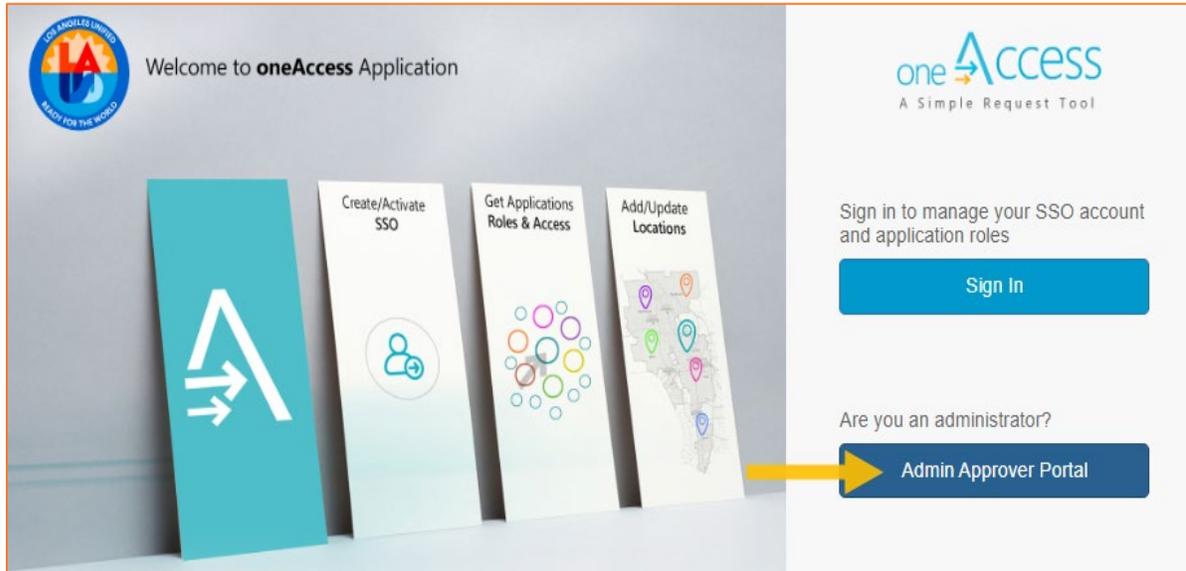
- On the COVID Response page in oneAccess, you will see the pending request under **My Requests**.

Note: 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.
Cancel Requested	The system is currently processing a request to revoke a user role.
Expired	The request for access has expired. If an approver does not approve or decline a request within 7 days it expires, and the requestor is notified.
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.

Once a role is approved, the user will see the status **Approved** as well as a recycle bin icon under the column **Revoke**. The user may utilize the revoke button to remove any approved role for COVID Response.

- Your administrator will automatically receive the request. To approve it, they must go to oneAccess and log into the **Admin Approver Portal**.



COVID Response User Roles

Role Name	Role Descriptions
Daily Pass Dashboard	Grants access to the principal dashboard in the reporting environment.
Daily Pass Dashboard - Summer School	Grants access to the principal dashboard in the reporting environment intended for users working at Summer School programs/locations.
Welcomer Summer Dashboard	Grants access to site scanning application and welcomer dashboard (list of people with a daily pass) and intended for users working at Summer School programs/locations.
IEM Reporter	Grant user access to use Initial Exposure Management (IEM) app.
IEM Reporter - Summer School	Grant user access to use Initial Exposure Management (IEM) app.
RTS Contact Tracing Administration	Grants access to contract tracing reports with the ability to download.
RTS Contact Tracing Lite	Grants access to contract tracing reports with NO ability to download.
RTS Contact Tracing Read Only	Grants Read-Only access to contract tracing reports with NO ability to download.
VRAS Vaccine Admin	Grants SMS and Nursing staff user access to view VRAS historical data.
Worksite Dashboard	Grants access to the Worksite dashboard for office locations (non-school) in the reporting environment.
Worksite Access Apps Approver	Grants APPROVER ROLE to deny or approve access requests to the COVID-19 safety applications: Worksite Access Dashboard and IEM Reporter.

More Information

For more information about COVID Response, go to the COVID Response website:

<https://achieve.lausd.net/covid>.

For technical support, go to the [ITS Help Desk](#). Live chat, telephone, and online, software application ticket submission options are available.