

Supplemental Job Aid for TEK Systems

Request Access to COVID Response

Purpose

The primary purpose of this job aid is to provide a **supplemental guideline for TEK Systems** employees working as LAUSD Covid Response contractors.

Tek System contractors may need different or additional access ,which will be describe in this document, apart from, majority of access requestors for Covid Response/Daily Pass application as described in the main [Covid Response Role Request Job Aid](#)..

COVID Response User Roles for Microsoft Teams and Microsoft Forms Users

Role Name	Role Descriptions
Microsoft Forms User	Grants license and access to use Microsoft Forms
Microsoft Teams User	Grants license and access to use Microsoft Teams

COVID Response User Roles for Contract Tracer

Role Name	Role Descriptions
RTS Contact Tracing Lite	Grants access to contract tracing reports with NO ability to download.

COVID Response User Roles for Trainee/Trainer

Role Name	Role Descriptions
RTS Trainee/Trainer	Grants access to the training or UAT (non-production) environment.

For the role requested above, select **OFF OF COVID RESP (1046201)** in the *SELECT LOCATIONS* drop down under *Role Request Builder* . Refer to the screen print below:

COVID Response/Daily Pass

Role Request Builder

SELECT ROLE

Microsoft Teams User ▼

SELECT LOCATIONS

OFF OF COVID RESP (1046201) ✕

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 [ITD Help Desk](#). Live chat, telephone, and online, software application ticket submission options are available.