

# Request Access to Executive Dashboard

## Purpose

The primary purpose of this job aid is to provide guidelines to LA Unified employees on how to request and manage Executive Dashboard user roles and track their processing status, via the oneAccess application portal.

### Why must I do this?

oneAccess is the system of record for Executive Dashboard user account management. 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. For example:

- “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...

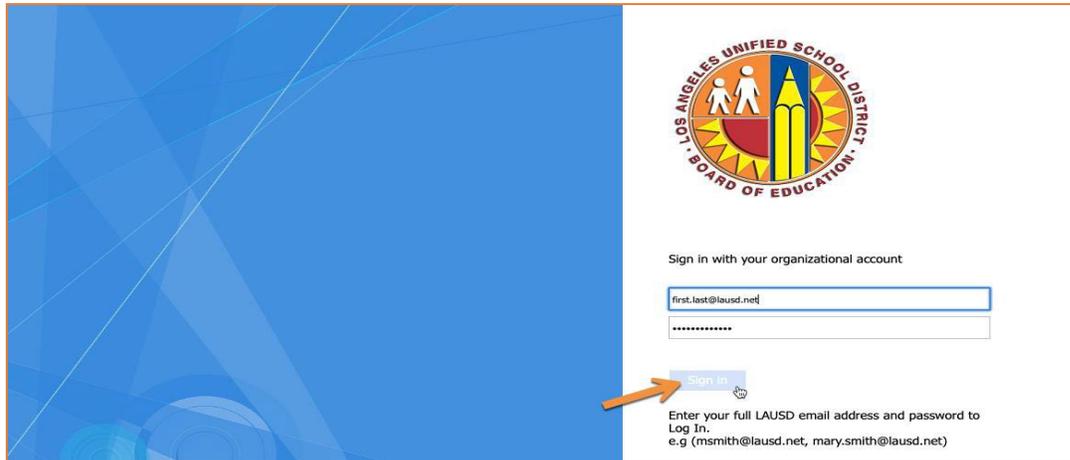
- You must have an active LAUSD single sign on (SSO) account prior to applying for user roles in oneAccess – please activate and/or update your SSO profile prior to using the platform.
- Determine the campus and/or school location(s) you will need access to prior to applying online.

## Procedure – Request Access/Roles in Executive Dashboard

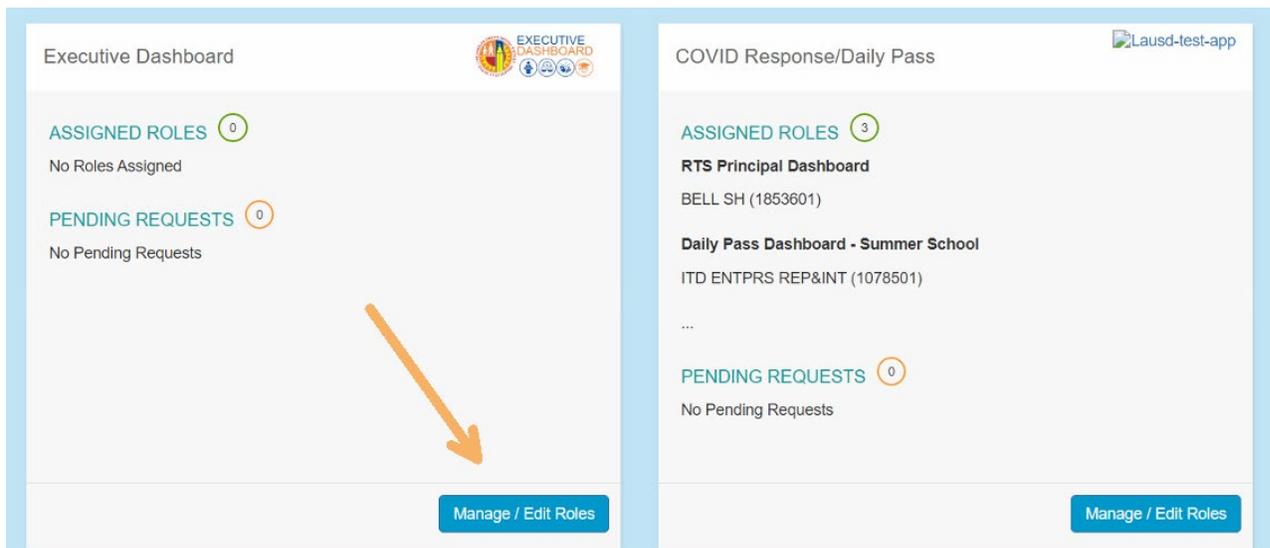
1. Access oneAccess at <https://oneaccess.lausd.net>, and click **Sign In** from the landing page.



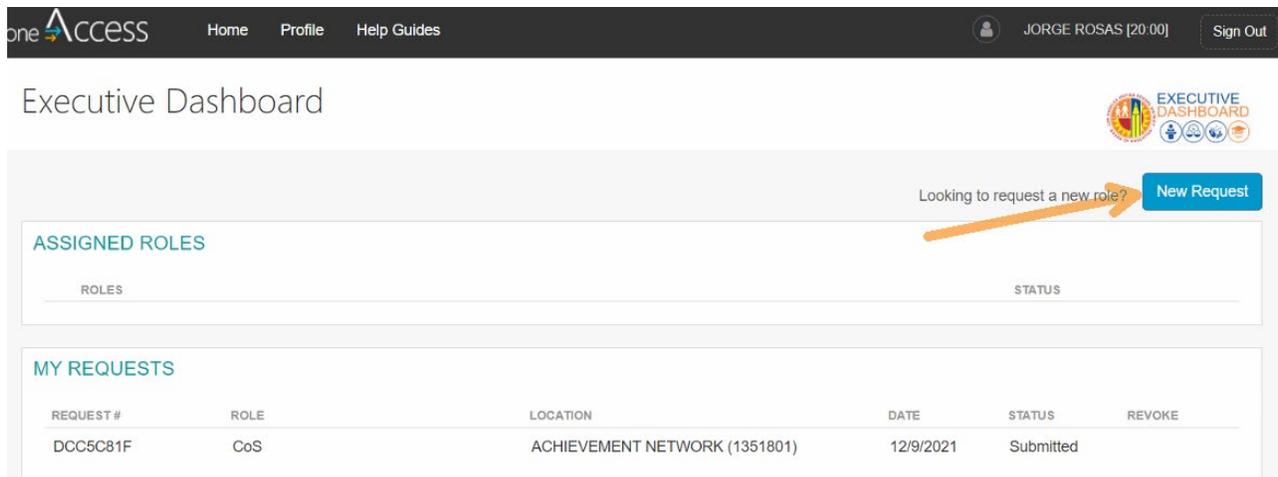
2. Log in using your **single sign-on (SSO)** credentials.



3. Under Executive Dashboard, click **Manage / Edit Roles**.

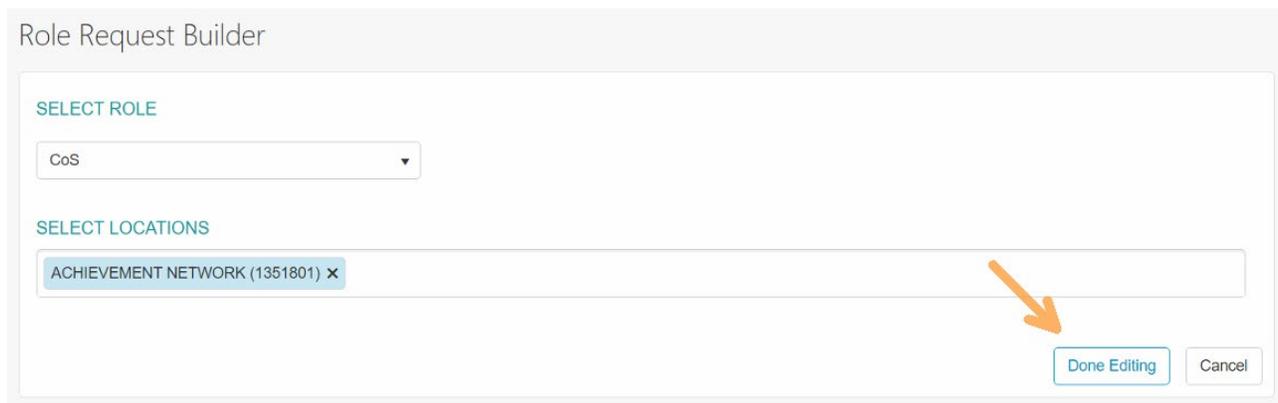


4. Click **New Request**.



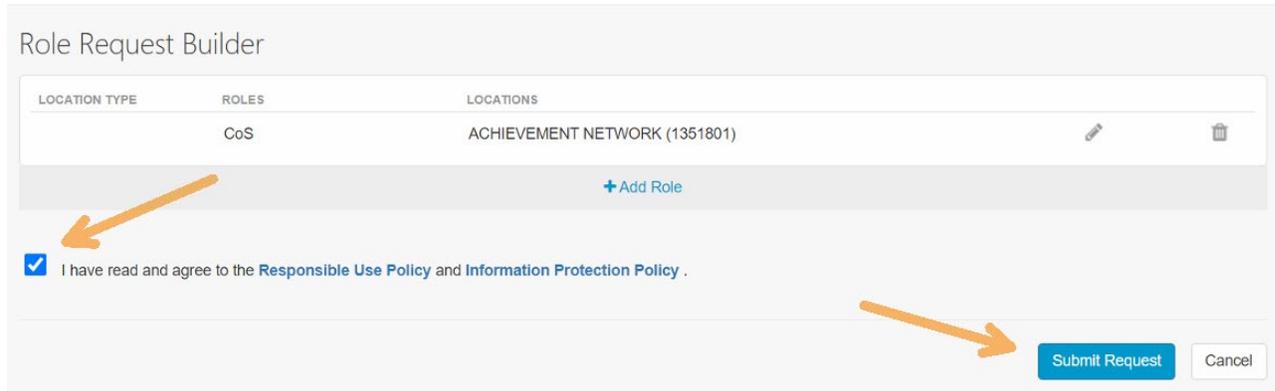
5. In the Role Request Builder, select your role based on the description provided in the User Roles table on page 5 of this document. Then select the **location(s)** to which you need access and click **Done Editing**.

**Notes:** You **CANNOT** select more than one role. The options displayed in the Select Locations drop-down menu are dependent on your selection in the Select Role drop-down menu.



- 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**.

**Note:** You cannot request more than one role. Do not click **+ Add Role**. If you create more than one role request, the last request received will be the only one processed.



Role Request Builder

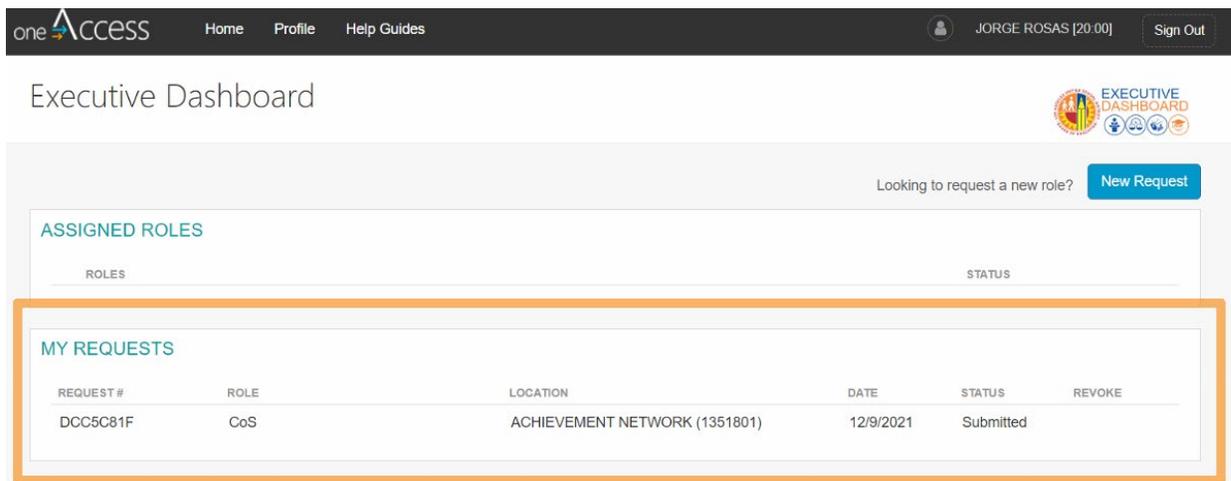
LOCATION TYPE	ROLES	LOCATIONS
	CoS	ACHIEVEMENT NETWORK (1351801)

[+ Add Role](#)

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

[Submit Request](#) [Cancel](#)

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



oneAccess Home Profile Help Guides JORGE ROSAS [20:00] Sign Out

Executive Dashboard

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

**ASSIGNED ROLES**

ROLES	STATUS

**MY REQUESTS**

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
DCC5C81F	CoS	ACHIEVEMENT NETWORK (1351801)	12/9/2021	Submitted	

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

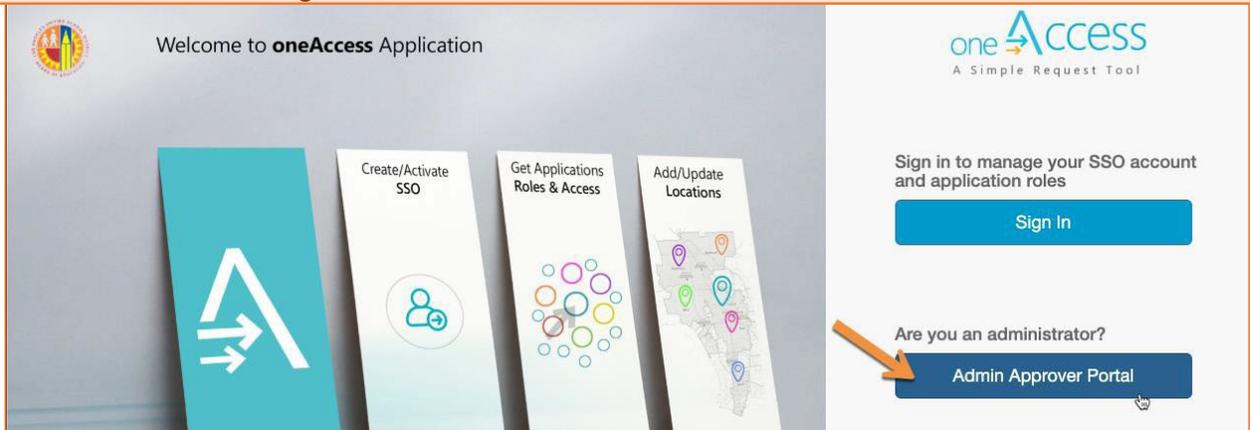
Request Status	Description
<b>Submitted</b>	User has submitted role request, pending administrator approval
<b>Approved</b>	Administrator has approved user role request
<b>Canceled</b>	Approved role has been successfully revoked
<b>Cancel Requested</b>	The system is currently processing a request to revoke a user role
<b>Expired</b>	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.
<b>Rejected</b>	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 in Executive Dashboard.

**Request Approval**

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

**Executive Dashboard Integrated Data User Roles**



Role Name	Role Descriptions
<b>Board District Role</b>	This role is available to individuals who work at a Board District location. User prompts are defaulted to load data for their Board location.
<b>Central Office Role</b>	Default role for all Central Office users. User prompts are defaulted to load data for all locations in LAUSD.
<b>Local District Role</b>	This role is available to individuals who work at a Local District office. User prompts are defaulted to load data for their Local District.
<b>CoS Role</b>	This role is available to individuals who work at a Community of School office. User prompts are defaulted to load data for their CoS location.

**More Information**

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