Request Access to Focus Reporting & Dashboards

Purpose

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

Focus Reporting & Dashboards (Focus) is a web-based reporting application that strengthens LAUSD's reporting capability by integrating major systems used in the District. Focus consists of subject-specific dashboards, canned reports, and an ad hoc reporting capability.

Why must I do this?

oneAccess is the system of record for Focus Reporting & Dashboards 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:

- "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.

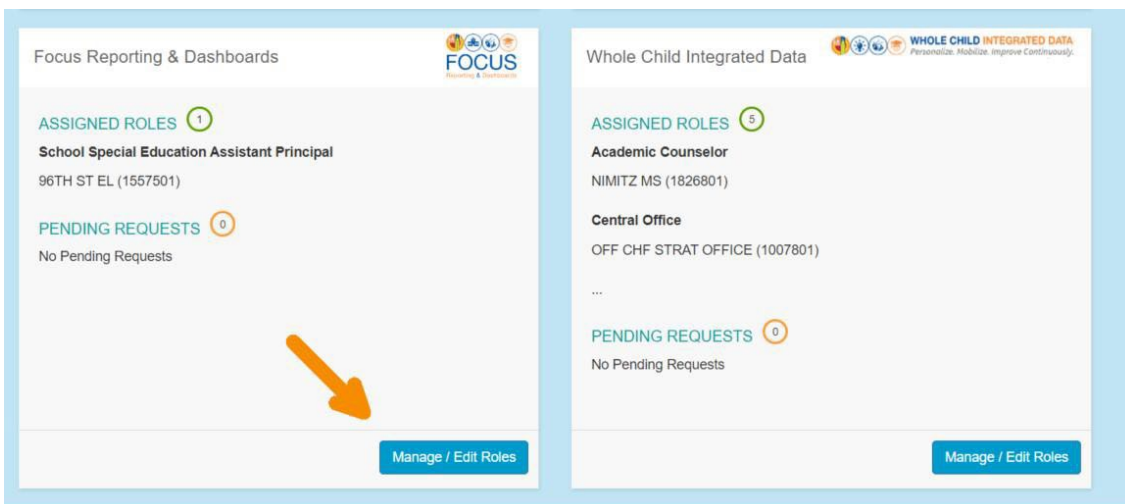## Procedure – Request Access/Roles in Focus Reporting & Dashboards

1. Access oneAccess at https://oneaccess.lausd.net, and click **Sign In** from the landing page.
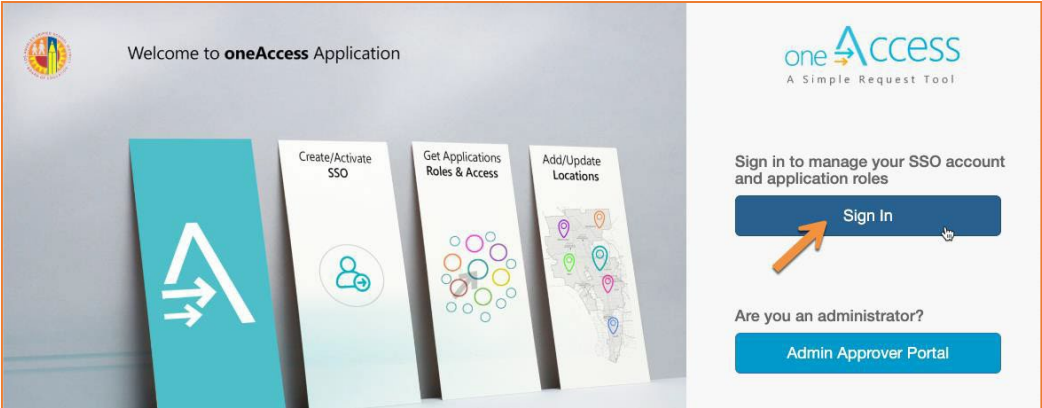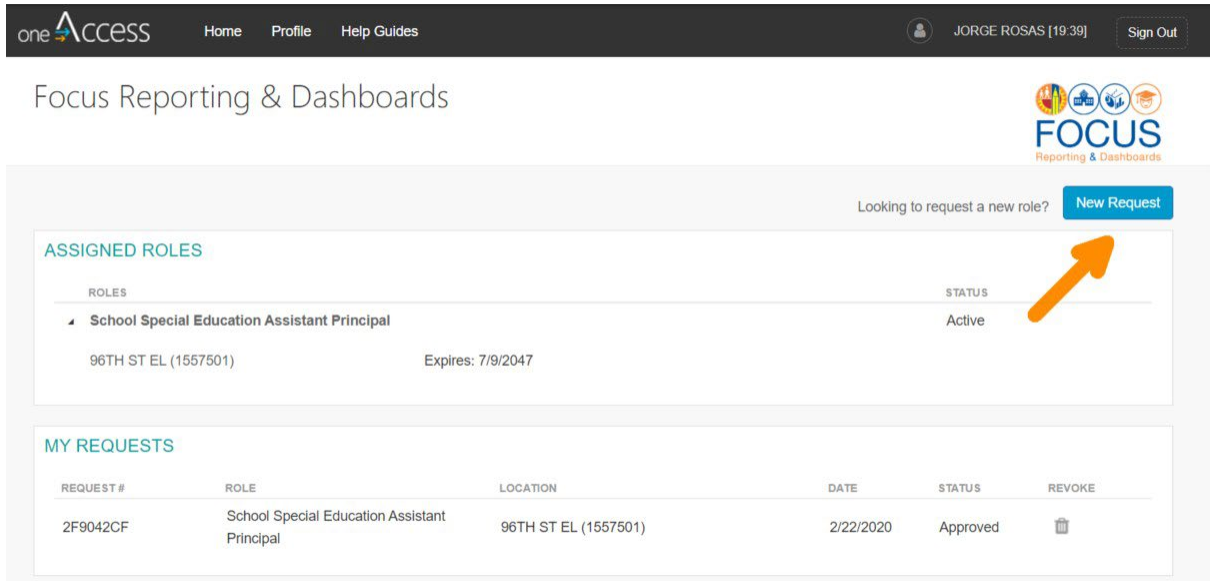
2. Log in using your **single sign-on (SSO)** credentials.
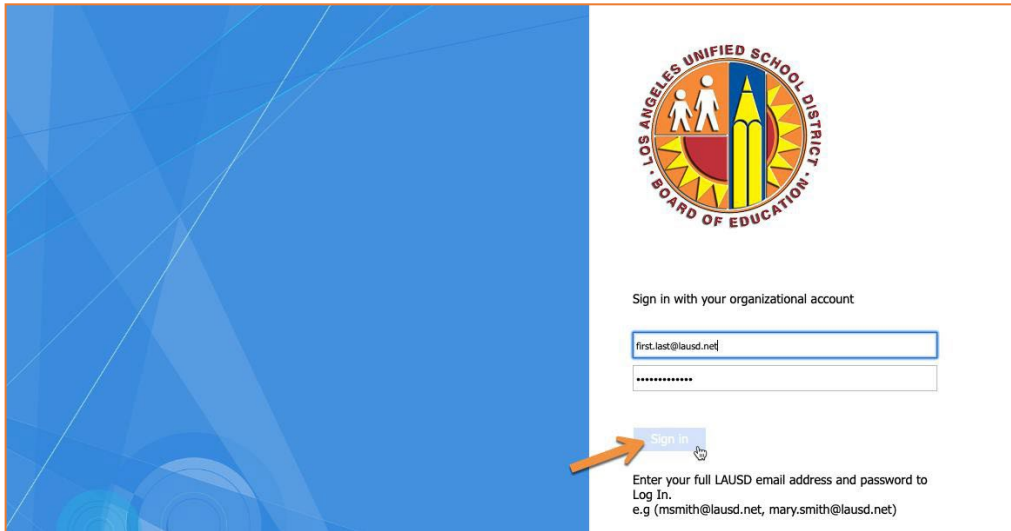
3. Under Focus Reporting & Dashboards, click **Manage / Edit Roles**.

4. Click **New Request**.
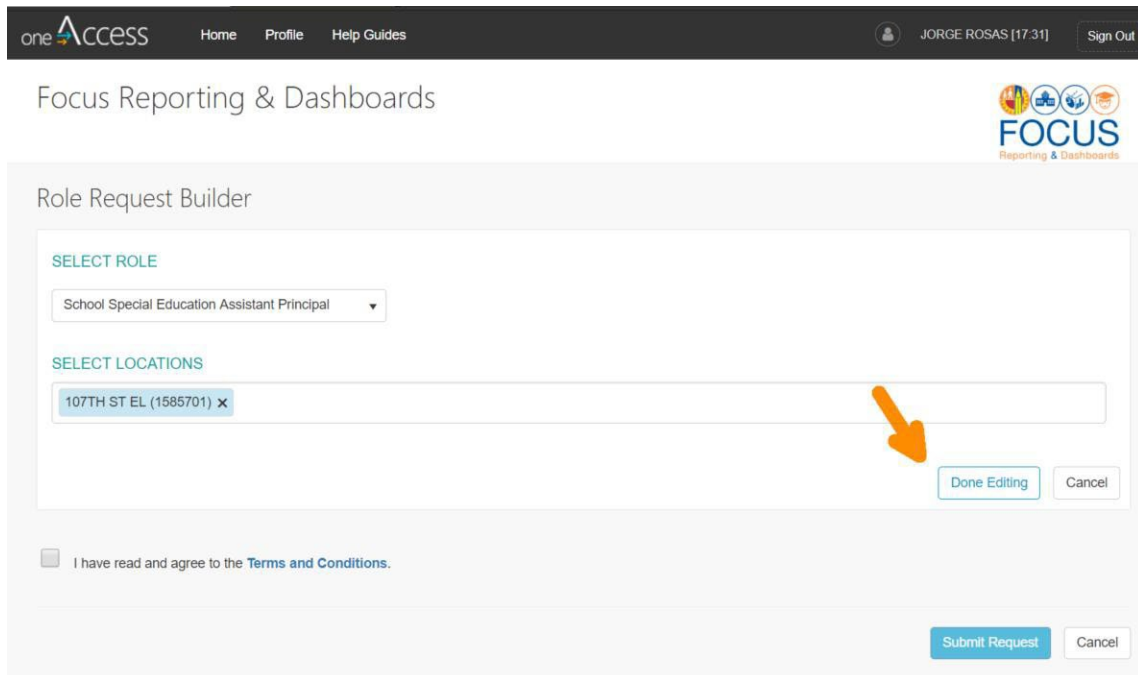
5. In the Role Request Builder select your **role** (see Focus Reporting & Dashboards user roles below) and the **location(s)** to which you need access. After making selections, click **Done Editing**.

    Note: You are allowed to request multiple locations for the same role. You **CANNOT** have multiple roles. If you have a role, and you make a request for a new role, your previous access will reset (including any locations associated).
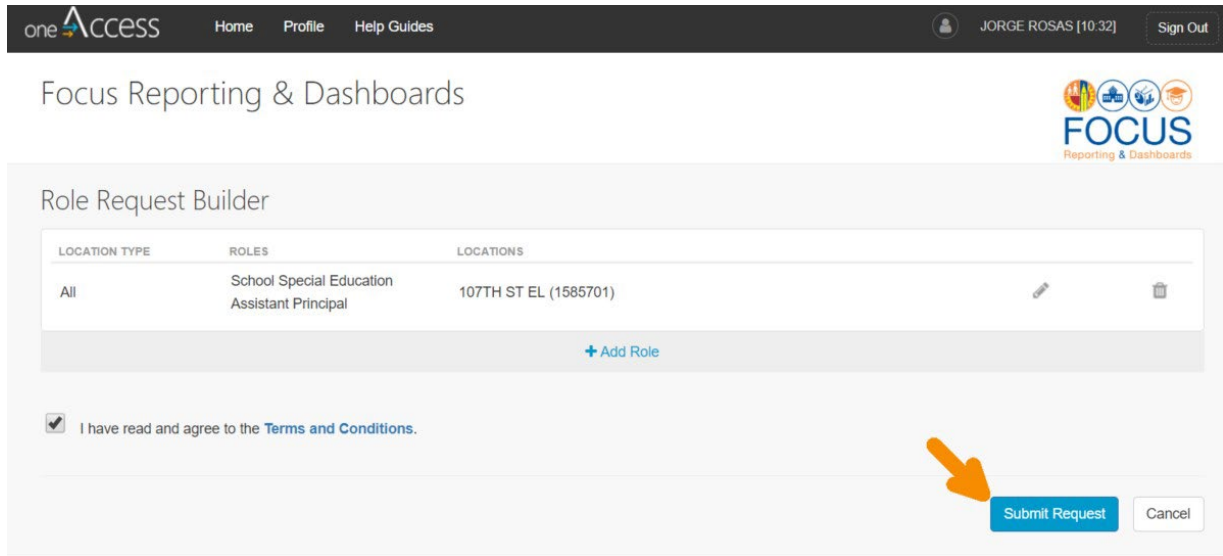
6. After reviewing the Terms and Conditions (i.e., the Acceptable Use Policy), (1) check the box next to **"I have read and agree to the Terms and Conditions."** Then, (2) click **Submit Request**.

   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 processed.

7. On the Focus Reporting & Dashboards page in oneAccess, you will see the pending request under **My Requests**.

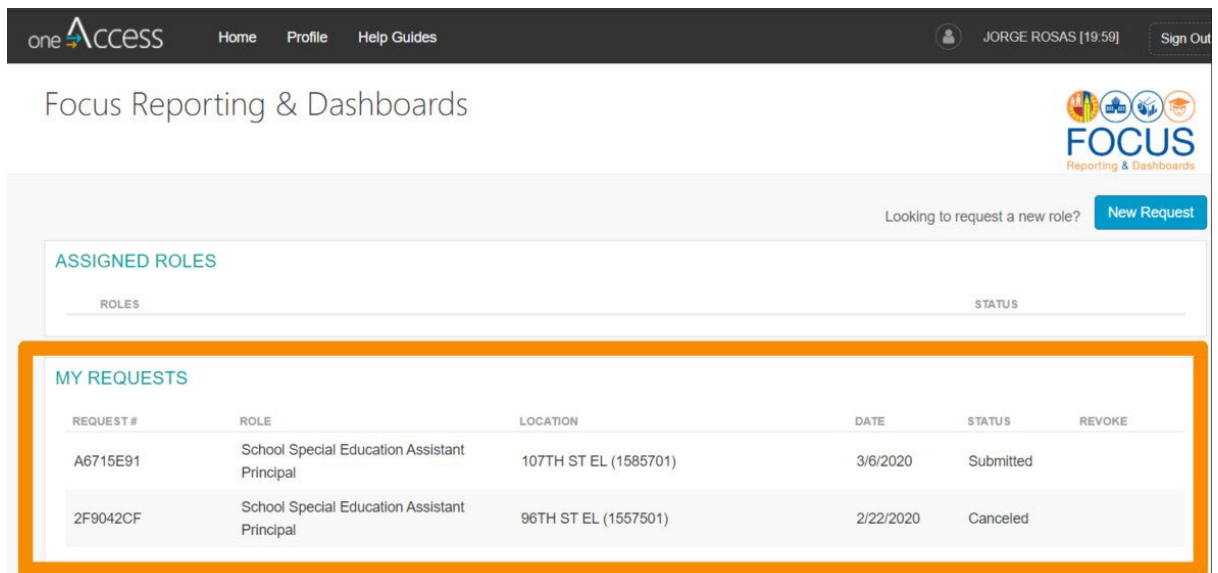Note: The processing status of the request will display in the Status column. A description of each status is shown below:

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 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

Once a role 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 role from the user profile, and s/he will no longer have the role in Focus Reporting & Dashboards.

8. Your administrator will automatically receive the request. To approve it, they must go to oneAccess and log into the **Admin Approver Portal**. <u>Once access is approved, users should get access within 24 to 48 hours</u>.
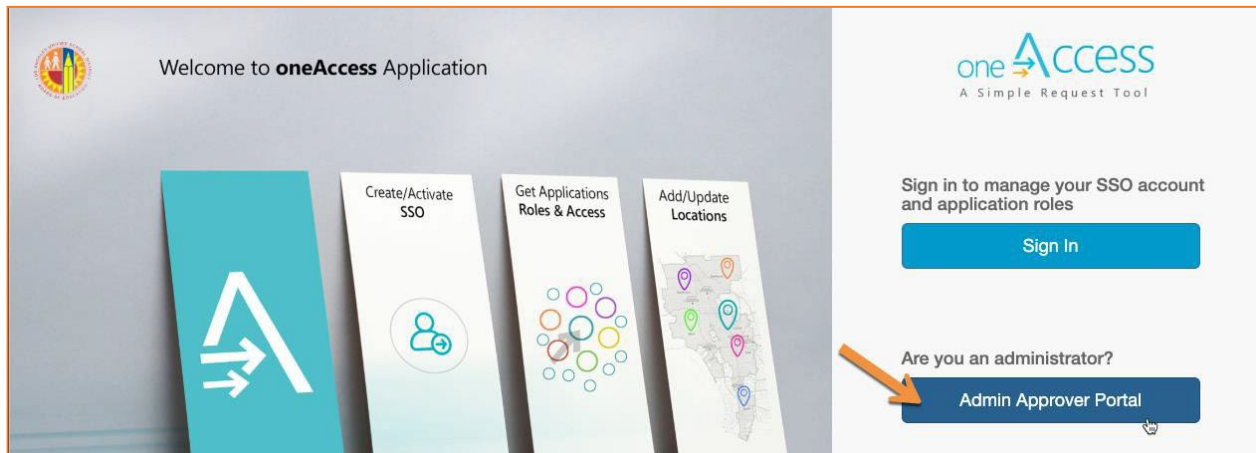
Focus Reporting & Dashboards Data User Roles

Role Name	Role Descriptions
Central Office	This role is for Central Office access to all open dashboard and subject areas. Users will have access to all locations in LAUSD, open dashboards, and subject areas. Users can compose reports (Composer)
Central Office Early Childhood Education Div.	This role is for Central Office Early Childhood Education Div. (Early Ed) staff assigned to a Central Office. Users will have access to all locations in LAUSD, exclusive Early Ed dashboards, subject areas, and open content. Users can compose reports (Composer).
Central Office Food Services Div.	This role is for Food Services Division (FSD) staff assigned to a Central Office. Users will have access to all locations in LAUSD, exclusive FSD dashboards, subject areas, and open content. Users can compose reports and publish reports (Publisher).

Role Name	Role Descriptions
Central Office GATE	This role is for Gifted and Talented Programs (GATE) staff assigned to a Central Office. Users will have access to all locations in LAUSD, access to exclusive GATE dashboards, subject areas, open content, and can compose and publish reports (Publisher).
Central Office Human Resources	This role is for Central Office Human Resources Div. (HR) staff assigned to a Central Office. Users will have access to all locations in LAUSD, exclusive HR dashboards, subject areas, and open content. Users can compose reports (Composer).
Central Office ITD Help Desk	This role is for ITD Help Desk and support staff. Users will have access to all locations in LAUSD, supported dashboards, subject areas, and open content. Users can compose and publish reports (Publisher).
Central Office MMED	This role is for Multilingual and Multicultural Education Department (MMED) assigned to a Central Office. Users will have access to all locations in LAUSD, exclusive MMED dashboards, subject areas, and open content. Users can compose and Publish reports (Publisher).
Central Office Pupil Services	This role is for Pupil Services staff assigned to a Central Office. Users will have access to all locations in LAUSD, access to exclusive Pupil Services content, Open content, and can compose and publish reports (publisher).
Central Office Special Education Div.	This role is for Division of Special Education (SPED) staff assigned to a Central Office. Users will have access to all locations in LAUSD, exclusive SPED dashboards, subject areas, and open content. Users can compose reports (Composer).
Local District	Users will have access to all locations within the Local District, open dashboards, and subject areas. Users can compose reports (Composer).
School Support (Non-Admin)	This role is for Non-Administrative Staff at a School. Users will have access to school information, open dashboards, and subject areas. Users can compose reports (Composer).
School Principal	This role is for Administrative (Admin.) staff assigned at a School. Users will have access to exclusive Admin. dashboards, subject areas, and open content. Users can compose and Publish reports (Publisher).
School Special Education Assistant Principal	This role is for Special Education Assistant Principal (SPED Admin.) staff assigned at a School. Users will have access to exclusive Admin. dashboards, subject areas, and open content. Users can compose reports (Composer).

More Information

For more information about the Focus Reporting & Dashboards platform, or to receive technical support, go to the Focus Reporting & Dashboards website: https://achieve.lausd.net/focus.