

The purpose of this document is to provide guidance to LAUSD School Site Administrators on how to request access to the Special Education Placement Options Portal on MiSiS. Beginning **August 2, 2021**, **oneAccess** has replaced the MiSiS request forms for the Special Education Placement Options Portal.

For Local District staff (e.g. LRE Specialists or Program Specialists) that need Local District Access, they will use oneAccess.

BEFORE YOU GET STARTED

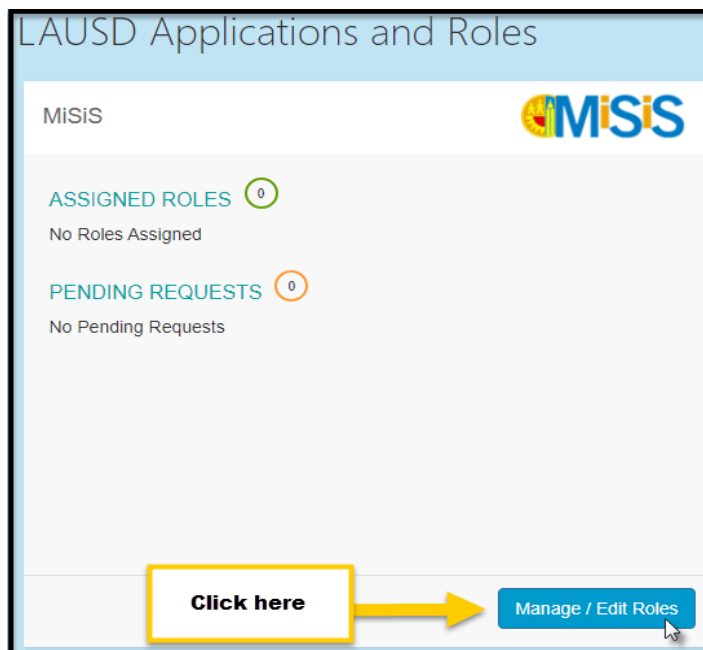
- You must have an active LAUSD single sign on (SSO) account prior to applying for the Special Education Placement Options Portal.
- Determine the role and school location(s) you will need access to before applying online.
- Note that the preferred browser when using oneAccess is Chrome.

LOG IN

1. Access oneAccess at <https://oneaccess.lausd.net>, and click Sign In.
2. Log in using your single sign-on (SSO) credentials

Requesting Access

Step 1: On the MiSiS tile, select “Manage/Edit Role”



Step 2: Click "New Request"

The screenshot shows the MiSiS portal interface. At the top right is the MiSiS logo. Below it, a yellow callout box contains the text "To submit a new request, Click here" with an arrow pointing to a blue button labeled "New Request". On the left, there is a section titled "ASSIGNED ROLES" with a table that has two columns: "ROLES" and "STATUS".

Step 3: A new window will appear, Role Request Builder. On this window, under "Select Location Type", open the drop-down menu. Select "School".

The screenshot shows the "Role Request Builder" form. It has two main sections: "SELECT LOCATION TYPE" and "SELECT ROLE". In the "SELECT LOCATION TYPE" section, the "Select Location Type" dropdown menu is open, showing options: "Select Location Type", "Non-Public School (NPS)", "Campus", and "School". A yellow arrow points from a callout box to the "School" option. The callout box contains the text "Open the drop down menu and select, 'School'". Below the dropdown is a checkbox labeled "I have read and agree to the Terms and Conditions."

Step 4: On the 'Select Role' drop down menu, select the applicable role.

For **School Site Administrators** (e.g. APEIS), select the role of **SPED School Admin**

For **Local District Staff** (e.g. Program Specialists or LRE), select the role of **SPED District Admin**

The screenshot shows the "Role Request Builder" form with the "SELECT LOCATION TYPE" dropdown set to "School". The "SELECT ROLE" dropdown menu is open, showing options: "Select Role", "Secondary Athletic Director", "Secondary Auxiliary Director", "Special Education Provider", "SPED District Admin", "SPED School Admin", and "Teacher". A yellow arrow points from a callout box to the "SPED District Admin" option. The callout box contains the text "Open the drop down menu and select the applicable role." and two lines: "SPED District Admin=Local District Staff" and "SPED School Admin= School Site Administrators". Below the dropdown is a checkbox labeled "I have read and agree to the Terms and Conditions."

Step 5a: For **Sped School Admin**, on the “Select Locations” drop down menu, select your assigned schools (system allows you to select multiple sites). Then accept the “Terms and Conditions” and finally click on the “Done Editing” button.

Role Request Builder

SELECT LOCATION TYPE: School

SELECT ROLE: Admin

1) Open the “Select Locations” drop down menu.

2) Select your current assigned work Location(s). You may select multiple locations

3) Accept the “Terms and Conditions”

4) Click on “Done Editing”

Done Editing Cancel

Submit Request Cancel

Step 5b: For **Sped District Admin**, on the “Select Locations” drop down menu, select SPED ED SVC CTR OPER (1109701). Then accept the “Terms and Conditions” and finally click on the “Done Editing” button.

Role Request Builder

SELECT LOCATION TYPE: School

SELECT ROLE: Admin

1) Open the “Select Locations” drop down menu.

2) Select “SP ED SVC CTR OPER (1109701)”

3) Accept the “Terms and Conditions”

4) Click on “Done Editing”

Done Editing Cancel

Submit Request Cancel

Step 6: A new window will open, and it will display the: Location Type, Role, and Locations you have selected. Please review the information and then click “**Submit Request**”.

*To make any changes or updates, you may click on the pencil icon. Edits will return you to Step 3-5 of this job aid.

The screenshot shows the 'Role Request Builder' interface. It features a table with three columns: 'LOCATION TYPE', 'ROLES', and 'LOCATIONS'. The table contains one row with 'School' as the location type, 'SPED School Admin' as the role, and two locations: '109TH ST EL (1583601)' and '10TH ST EL (1708201)'. A pencil icon is visible next to the first location, and a trash icon is next to the second. Below the table is a '+ Add Role' button. At the bottom, there is a checkbox labeled 'I have read and agree to the Terms and Conditions.' which is checked. To the right of the checkbox is a 'Submit Request' button and a 'Cancel' button. Two yellow callout boxes with arrows point to the pencil icon and the 'Submit Request' button. The first callout box says '*Click here if you would like to make any changes' and the second callout box says 'Click here to submit your request.'

LOCATION TYPE	ROLES	LOCATIONS
School	SPED School Admin	109TH ST EL (1583601) 10TH ST EL (1708201)

+ Add Role

☒ I have read and agree to the [Terms and Conditions](#).

***Click here if you would like to make any changes**

Click here to submit your request.

Submit Request Cancel

Requesting Status

A request number is assigned to each pending role request. A different number is assigned to each request for a different location and the status of each request is displayed (see highlighted).

Looking to request a new role?

New Request

ASSIGNED ROLES

ROLES	STATUS
-------	--------

MY REQUESTS

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
AF12AF90	SPED School Admin	109TH ST EL (1583601)	12/7/2020	Submitted	
DCB10743	SPED School Admin	10TH ST EL (1708201)	12/7/2020	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
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

Revoke/remove access: To remove access to a Site you no longer support. Click on the Trashcan icon to revoke. Once the access is removed, the status will be changed to "Cancel Requested" and will eventually be turned into "Canceled".

The screenshot displays the user interface of the oneAccess portal. At the top right, there is a link 'Looking to request a new role?' and a 'New Request' button. The main content area is divided into two sections: 'ASSIGNED ROLES' and 'MY REQUESTS'.

ASSIGNED ROLES section:

- Header: ROLES
- Sub-header: Sending School
- Table with 2 columns: Role Name, Expires
- Row 1: 42ND ST EL (1395901), Expires: 4/3/2048
- Row 2: 10TH ST EL (1708201), Expires: 4/3/2048

MY REQUESTS section:

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
39BAB29E	SPED School Admin	ANIMO BUNCHE CH (1881701)	1/12/2021	Cancel Requested	
BDBB0708	SPED School Admin	10TH ST EL (1708201)	11/17/2020	Approved	

Callouts:

- A yellow box with an arrow pointing to the 'ASSIGNED ROLES' section header contains the text: "Under 'Assigned Roles' review your access".
- A yellow box with an arrow pointing to the trashcan icon in the 'MY REQUESTS' table contains the text: "To remove access for a site you no longer support. Under the 'My Requests' section. Find the school and click on the 'trashcan' icon to revoke and remove your access."