Recommended browser: Google Chrome

PURPOSE

The primary purpose of this job aid is to provide guidance to Nonpublic Contractors on how to request and manage Welligent user roles and track their processing status, via the **oneAccess** application portal.

WHY MUST I DO THIS?

oneAccess is the system of record for Welligent user account management. Key features include easy tracking of role request status, a quick view of currently assigned user roles, and the ability to revoke access for previously approved roles.

BEFORE YOU GET STARTED

- You must have an active LAUSD single sign-on (SSO) account prior to applying for new user Welligent roles in **oneAccess** – please activate and/or update your SSO profile at **https://mylogin.lausd.net/** prior to using the platform.
- Determine the nonpublic school/agency location you will need access to prior to applying online.
- To approve requests made though **oneAccess**, a nonpublic contractor needs to confirm that at least one site administer affiliated with the location has been granted Administrator Approver Access. Approver access must be renewed on a yearly basis using the **oneAccess** system.
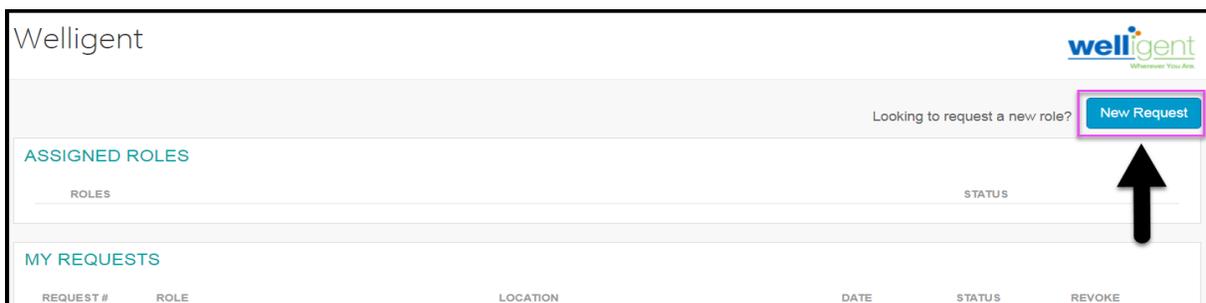
LOG IN

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.

PROCEDURE – REQUEST WELLIGENT ROLES

MENU PATH

Welligent > Manage/Edit Roles > New Request

PROCEDURE – REQUEST WELLIGENT ROLES, continued

Step 1   Select **Location Type**. (Non-Public School or Non-Public Agency)
Step 2   Select **User Type**.   In this example, **Service Provider** was selected.
Step 3   Select **Role**. In this example, **NPS - SLPA** was selected.
Step 4   Select **Location**   In this example, **Contracted NPS** was selected.
Step 5   Select **Supervisor**   (Select name of supervisor from dropdown list.)
Step 6   Select **Welligent Request Type** In this example, **New Welligent Account** was selected.
Step 7   Click on the **Done Editing** button.

Role Request Builder

SELECT LOCATION TYPE	SELECT USER TYPE	SELECT ROLE
Non-Public School (1)	Service Provider (2)	NPS - SLPA (3)

SELECT LOCATIONS

Contracted NPS ✕ (4)

SELECT SUPERVISOR	SELECT WELLIGENT REQUEST TYPE
Name (5)	New Welligent Account (6)

(7) ➤ Done Editing   Cancel

☐ I have read and agree to the **Terms and Conditions**.

Submit Request   Cancel

Step 8   If needed, click on the **+Add Role** button and repeat steps **1-7** to select additional user roles.

Role Request Builder

LOCATION TYPE	ROLES	LOCATIONS		
Non-Public School	NPS - SLPA	Contracted NPS	✏	🗑

+ Add Role ⬅ (8)

You may select additional roles for the same nonpublic school/agency or select various roles for other affiliated nonpublic schools/agencies.   A completed sample is shown below.

Role Request Builder

LOCATION TYPE	ROLES	LOCATIONS		
Non-Public School	NPA - PT	Contracted NPS	✏	🗑
Non-Public School	NPS - School Caseload Mgr	Contracted NPS	✏	🗑

+ Add Role

PROCEDURE – REQUEST WELLIGENT ROLES, continued

Step 9 Select the **check box** agreeing to the **Terms and Conditions**. Click the hyperlink to display the Acceptable Use Policy **(AUP)** in a new browser window. Please review these terms carefully, as failure to abide by the terms could result in account termination.

Step 10 Click the **Submit Request** button to complete the role request.


A request number is assigned to each pending role request. A different number is assigned to each request for a different location. A sample is shown below.

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 **Revoke** column. This revoke button effectively removes the role from the user profile and s/he will no longer have the role in Welligent.
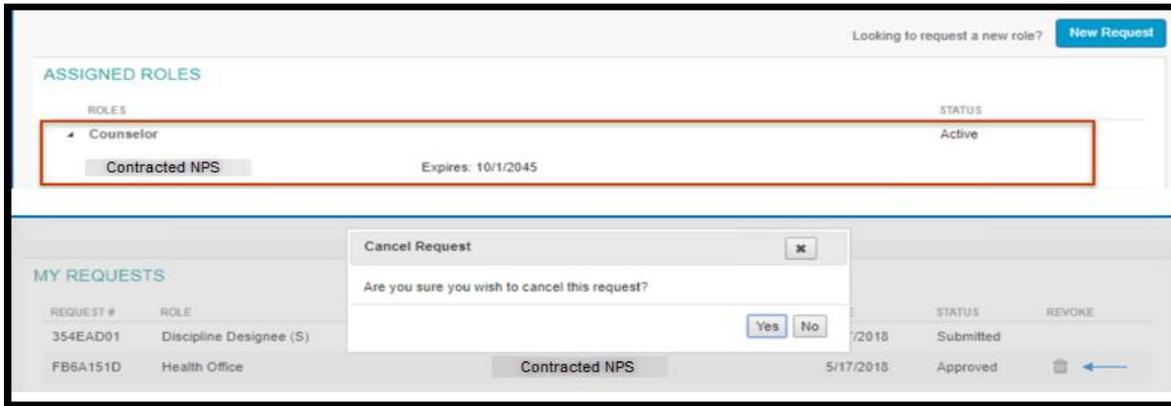
HELPFUL INFORMATION AND REMINDERS

Selected contract-based job classifications will receive pre-designated Welligent user roles once their assignment has been processed by the appropriate personnel office. **Additional roles must be applied for via oneAccess.**

For a description of nonpublic school and nonpublic agency Welligent user roles, click on the following link: **http://bit.ly/NPUserRoles**

In the event a request has been canceled or rejected, contact the approving supervisor at your employing nonpublic school or agency.

When a user receives notification that his/her SSO account is expiring, it is crucial that they take action as soon as possible. If the user renews, and the renewal request is approved before the expiration date, the expiration date will be updated, and the username and password will remain the same. Aside from any applicable role or supervisor updates, the Welligent account will not be impacted.

Currently, the oneAccess system notifies users of upcoming expirations of accounts starting at 30 days prior to the account expiration date. Users should request renewals as soon as possible because the timeline counts down even after the user makes the request and is waiting for administrator approval.

NOTE: The Renewal button will not be accessible until 30 days before the expiration date, but users can check their SSO Expiration Date by logging into oneAccess and viewing the Profile Header as seen below.