

Request Access to Whole Child Integrated Data

Purpose

The primary purpose of this job aid is to provide guidelines to LAUSD employees on how to request and manage Whole Child Integrated Data user roles and track their processing status, via the oneAccess application portal.

Why must I do this?

oneAccess is the system of record for user account management for these systems. 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:

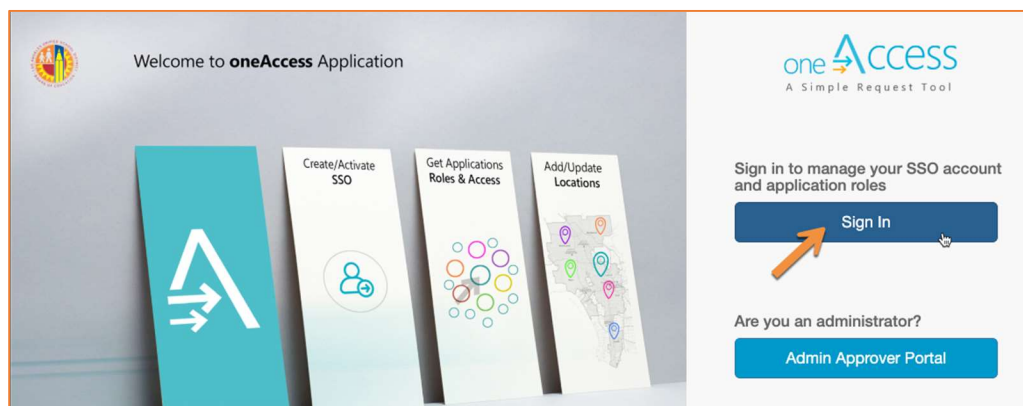
- "I tried to log in and received an 'Access Denied' message."
- "I need school-wide access."
- "I need access to other locations."

Before you get started...

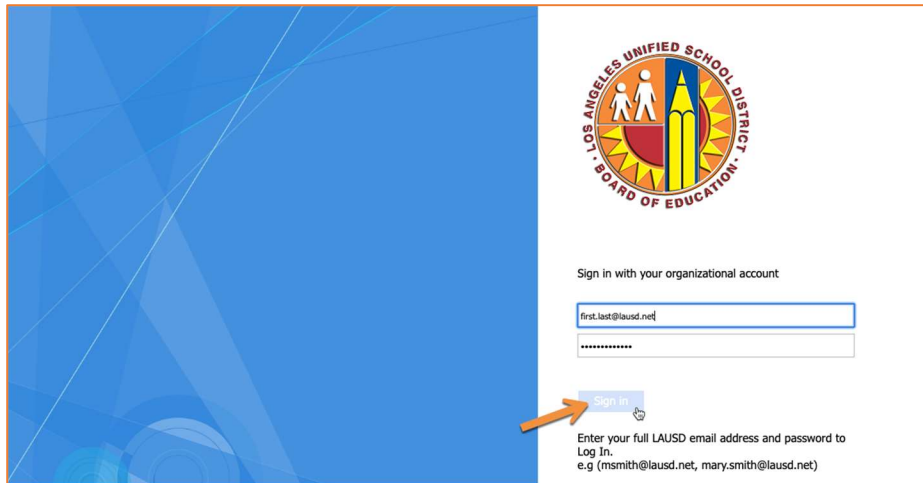
- You must have an active LAUSD single sign on (SSO) account prior to applying for user roles in oneAccess – please activate and/or update your SSO profile prior to using the platform.
- Determine the campus and/or school location(s) you will need access to prior to applying online.
- LAUSD Employees with *Principal*, *Assistant Principal (AP)* or *School Administrative Assistant (SAA)* class codes are automatically granted access for their assigned main campus (includes all schools at the locations). Additional access to other locations needs to be submitted by following steps below.

Procedure – Request Access/Roles in Whole Child Integrated Data

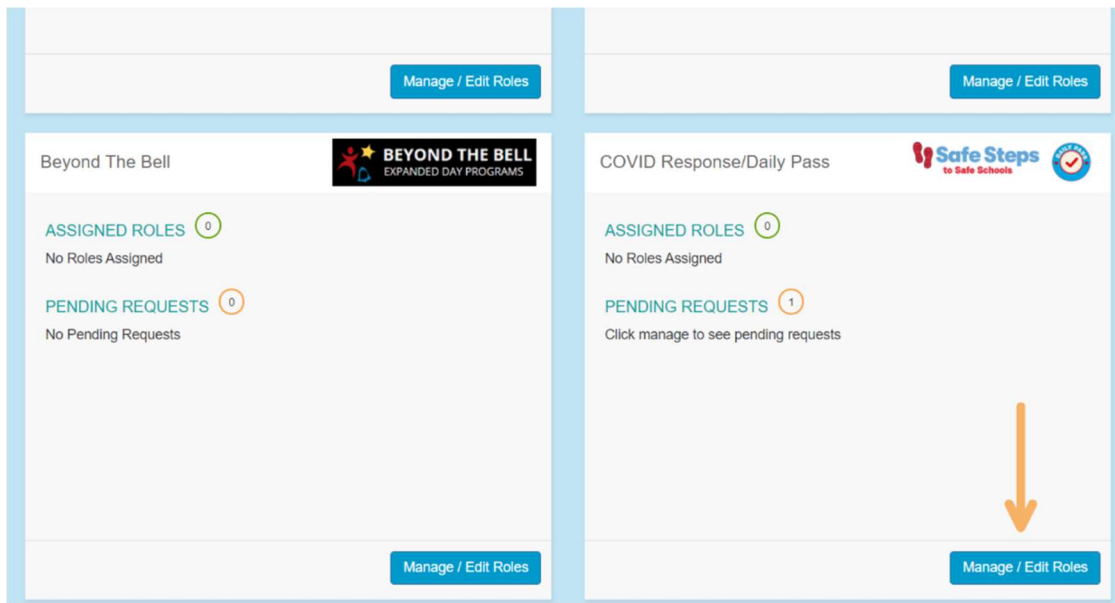
1. Access oneAccess at <https://oneaccess.lausd.net>, and click **Sign In** from the landing page.



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



- Under Whole Child Integrated Data, click **Manage / Edit Roles**.



4. Click **New Request**.

COVID Response/Daily Pass



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

ASSIGNED ROLES

ROLES	STATUS
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MY REQUESTS

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
665DD33F	RTS Contact Tracing Lite	OFF OF COVID RESP (1046201)	3/22/2021	Submitted	
F6DA4B1C	RTS Contact Tracing Lite Tek	OFF OF COVID RESP (1046201)	2/26/2021	Canceled	
AD017328	Principal Dashboard	BELL SH (1853601)	2/25/2021	Canceled	
18298FE9-8B55-41B5-8244-28FCFB7EB616	RTS Contact Tracing Lite	ITD ENTPRS REP&INT (1078501)	2/25/2021	Canceled	

5. In the Role Request Builder, select your **role** (see Whole Child Integrated Data user roles below) and the **location(s)** to which you need access. After making selections, click **Done Editing**.

COVID Response/Daily Pass



Role Request Builder

SELECT ROLE

Daily Pass Scanner ▼

SELECT LOCATIONS

LOMA VISTA EL (1491801) x | x

[Done Editing](#) [Cancel](#)

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**.

COVID Response/Daily Pass



Role Request Builder

LOCATION TYPE	ROLES	LOCATIONS		
All	Daily Pass Scanner	LOMA VISTA EL (1491801)		

[+ Add Role](#)

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

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

- On the Whole Child Integrated Data page in oneAccess, you will see the pending request under **My Requests**.

COVID Response/Daily Pass



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

ASSIGNED ROLES

ROLES	STATUS
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MY REQUESTS

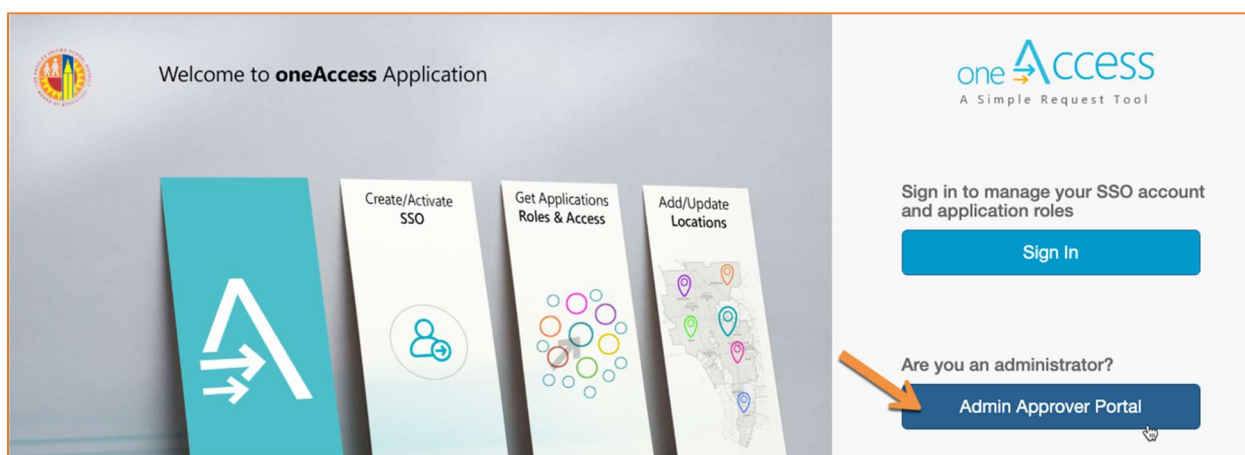
REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
D515FE91	Daily Pass Scanner	LOMA VISTA EL (1491801)	3/25/2021	Submitted	

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

Request Status	Description
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 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.
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**. The user may utilize the revoke button to remove any approved role Whole Child Integrated Data.

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



Whole Child Integrated Data User Roles

Role Name	Role Descriptions
Board Member Office	This role is available to individuals who work in a Board member's office. Users have access to summary level data for all locations in LAUSD.
Central Office	Default role for all Central Office users. Users have access to all school locations in LAUSD.
Region	Local District Users have access to all locations within the assigned local district.
School Principal	Default role for Principals, Asst. Principals, SAA. Reports will load information at the campus level. i.e. Users need to only apply for the "01" and they will be configured to all locations/programs (Magnate, Dual-Language, etc.) under the "01" cost center.
School Support	Default role non-administrative staff. reports will load information at the campus level. i.e. Users need to only apply for the "01" and they will be configured to all locations/programs (Magnate, Dual-Language, etc.) under the "01" cost center.
School Teacher	Default role for all school based teachers. Data will be limited to students assigned to roster carrying Teachers. *Note: This role has a prerequisite; user must have a roster in MiSiS.

More Information

For more information about Whole Child Integrated Data, go to the Whole Child Integrated Data 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.