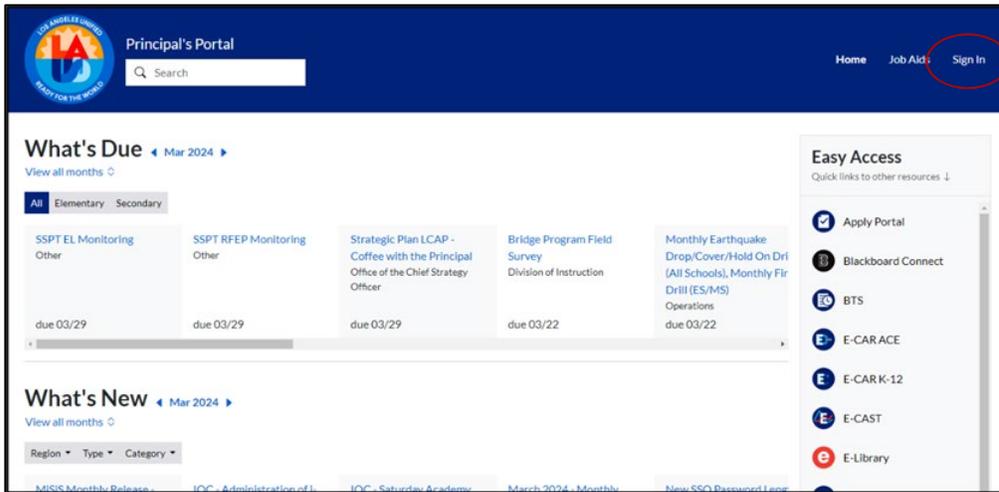




LAUSD iFieldTrip Designee Access

The individual designated as a Field Trip Designee is afforded the same level of viewing and approving authority as the Principal. To assign this responsibility to an employee, the Principal can access the Principal Portal and follow the step-by-step instructions provided below.

1. From your web browser, go to <https://principalportal.lausd.net>.
2. On the top right of the webpage, click on **Sign In**.



3. Enter your LAUSD email address and password and then click on **Sign in**.

Principal Portal

Sign in with your organizational account

1

2

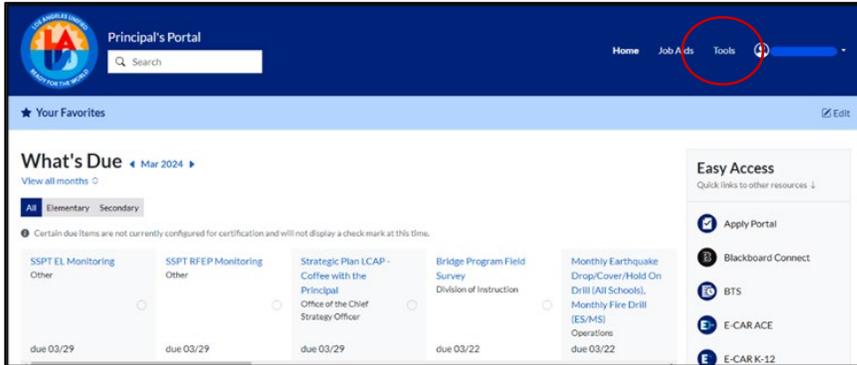
3

Enter your full LAUSD email address and password to Log In.
e.g (msmith@lausd.net, mary.smith@lausd.net)

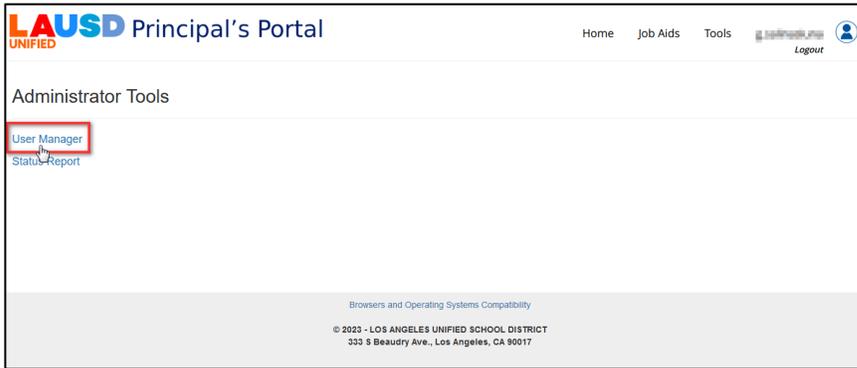


LAUSD iFieldTrip Designee Access

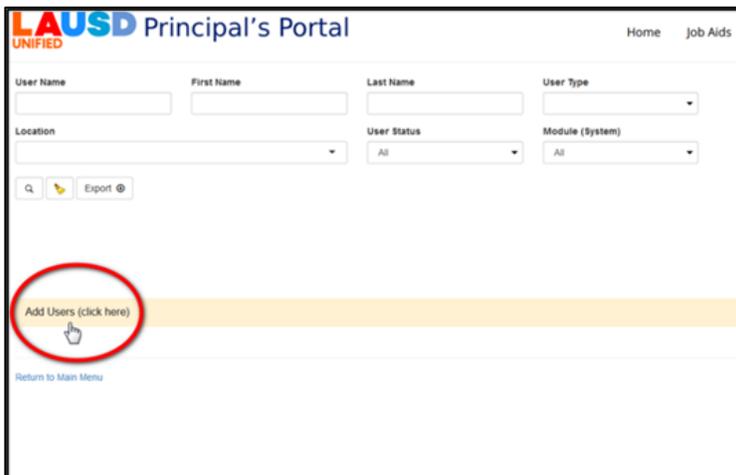
4. On the top right of the webpage, click on **Tools**.



5. Next, under *Administrator Tools* click on **User Manager**.



6. From the bottom of the webpage, click on **Add Users**.





LAUSD iFieldTrip Designee Access

7. Under **Add Users**:

- ① Enter the **User Name**.
- ② For *User Type*, select **School** from the dropdown menu.
- ③ For *Location/Region*, ensure your school is selected.
- ④ For *Module (System)* select **Field Trip** from the dropdown menu.
- ⑤ For *Role*, select **Designee** from the dropdown menu.

Add Users (click here)

To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

User Name: ①

User Type: ②

Location/Region: ③

Module (System): ④

Role: ⑤

8. Finally, click on **Add User**.

Add Users (click here)

To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

User Name:

User Type:

Location/Region:

Module (System):

Role: