

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 <u>https://principalportal.lausd.net</u>.
- 2. On the top right of the webpage, click on Sign In.

Princi	pal's Portal				Home Job Alde Sign In
What's Due	Mar 2024 🕨				Easy Access Quick links to other resources ↓
Liementary Secondary					Apply Portal
SSPT EL Monitoring Other	SSPT RFEP Monitoring Other	Strategic Plan LCAP - Coffee with the Principal Office of the Chief Strategy Officer	Bridge Program Field Survey Division of Instruction	Monthly Earthquake Drop/Cover/Hold On Dri (All Schools), Monthly Fir Drill (ES/MS)	Blackboard Connect
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3. Enter your LAUSD email address and password and then click on Sign in.

Principal Portal
Sign in with your organizational account
someone@example.com
Password
Sign in
Enter your full LAUSD email address and password to Log In.
e.g (msmith@lausd.net, mary.smith@lausd.net)



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

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What's Due	Mar 2024 🕨				Easy Access Quick links to other resources 1
Certain due items are not curr	ently configured for certification and w	rill not display a check mark at this time			Apply Portal
SSPT EL Monitoring Other	SSPT RFEP Monitoring Other	Strategic Plan LCAP - Coffee with the Principal Office of the Chief	Bridge Program Field Survey Division of Instruction	Monthly Earthquake Drop/Cover/Hold On Drill (All Schools). Monthly Fire Drill	Blackboard Connect Blackboard Connect Blackboard Connect
due 03/29	due 03/29	Strategy Officer due 03/29	due 03/22	(ES/MS) Operations due 03/22	E E-CARACE

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

LAUSD Principal's Portal	Home	Job Aids	Tools	Logout
Administrator Tools User Manager Status Report				
Browsers and Operating Systems Compatibility © 2023 - LOS ANGELES UNIFIED SCHOOL DISTRICT 333 5 Beaudry Ave., Los Angeles, CA 90017				

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

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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 he	re)
To add a user, click on th	e '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	sample.name Find
User Type: 🛛 😢	School
Location/Region:	102ND ST EEC (1954501) -
Module (System) 4	Field Trip -
Role 5	Designee
Add User	

8. Finally, click on Add User.

Add Users (click he	ere)	
To add a user, click on t	he 'Find' button and search for the er	mployee. Click on the employee to select him/her and click on the 'Add User' button to finish.
User Name:	sample.name	Find
User Type:	School	•
Location/Region:	102ND ST EEC (1954501)	-
Module (System)	Field Trip	•
Role	Designee	•
Add User		