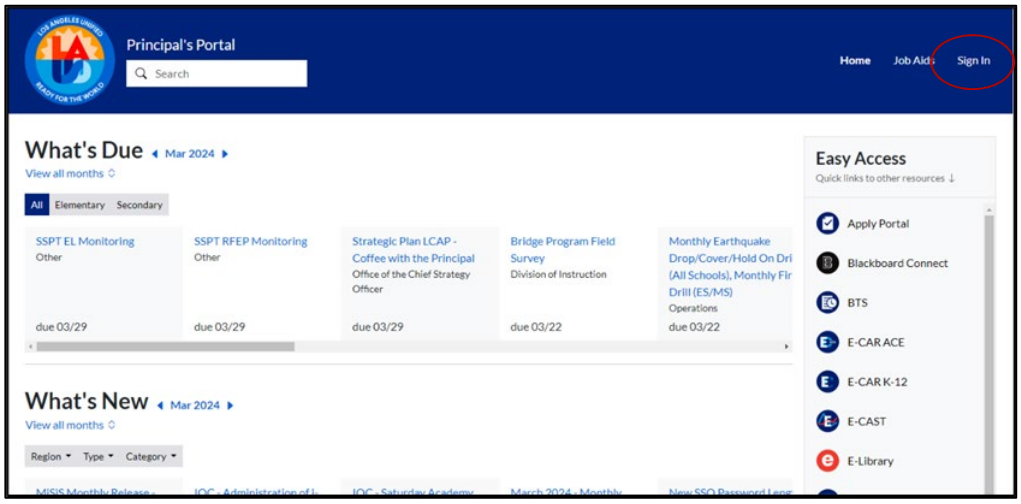
LAUSD UNIFIED iFieldTrip Designee Access

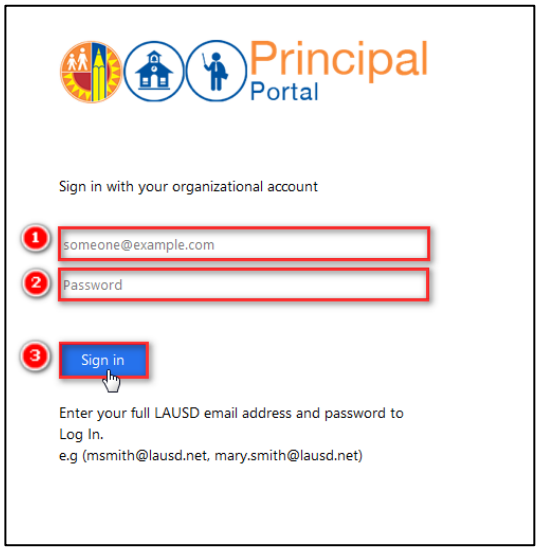
The individual designated as a Field Trip Designee is afforded the same level of viewing and approving authority as the Principal. To assign this responsibility to an employee, the Principal can access the Principal Portal and follow the step-by-step instructions provided below.

1. From your web browser, go to **https://principalportal.lausd.net.**

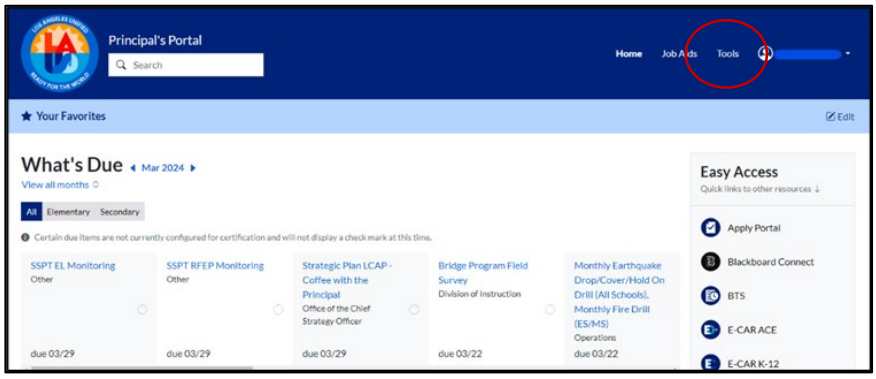
2. On the top right of the webpage, click on **Sign In**.



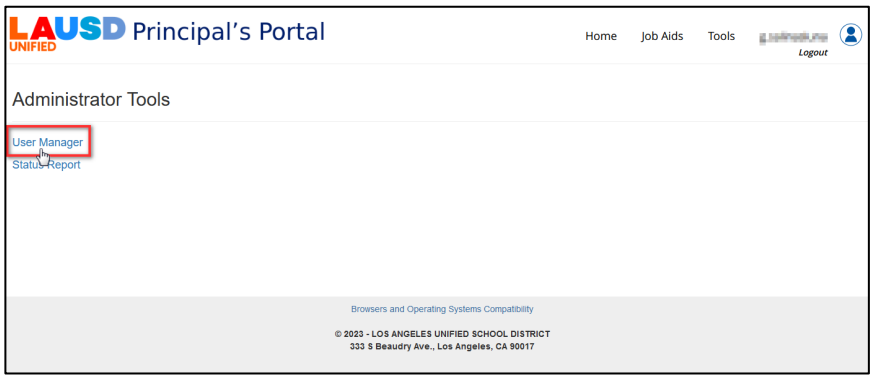
3. Enter your LAUSD email address and password and then click on **Sign in**.



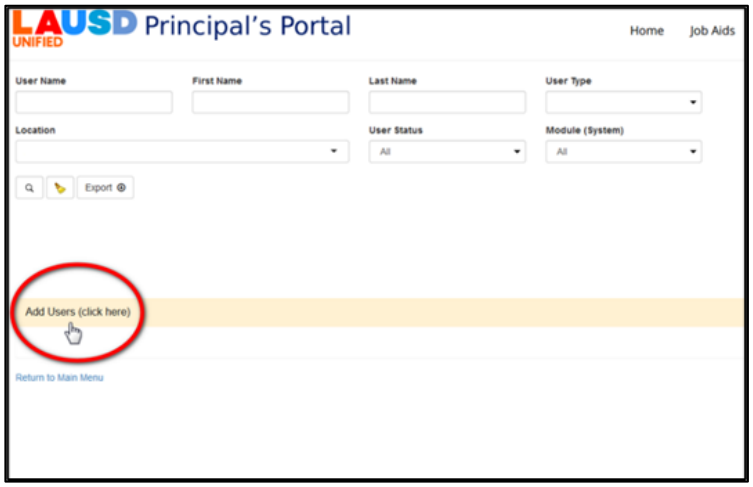
4. On the top right of the webpage, click on **Tools**.



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



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



7. Under **Add Users**:

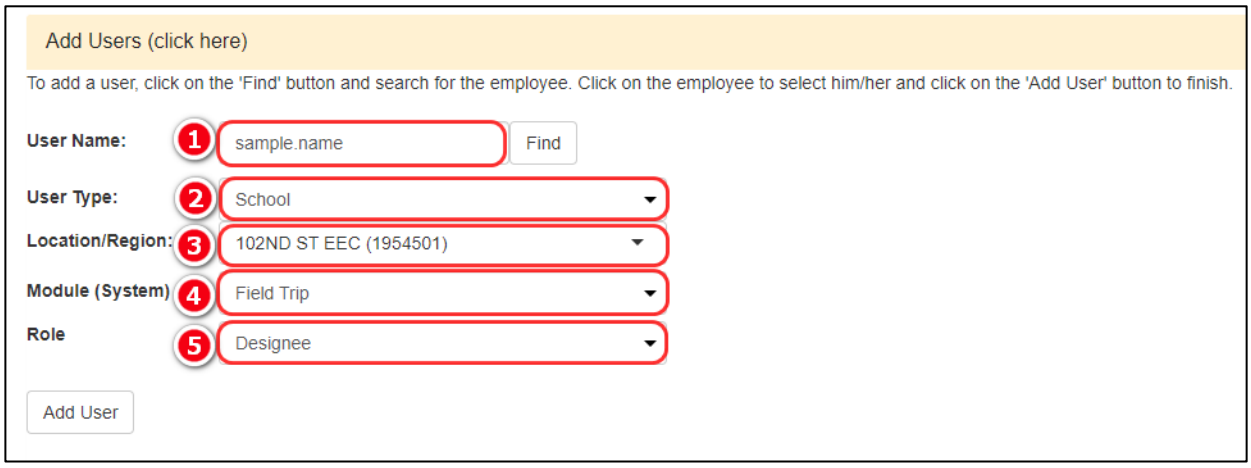
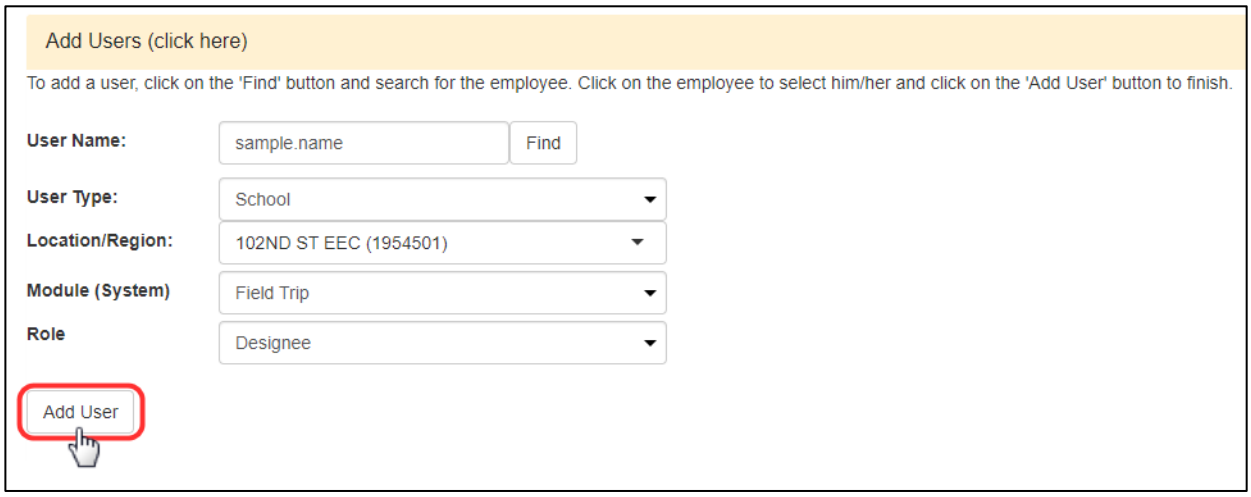
① Enter the **User Name.**

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.



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