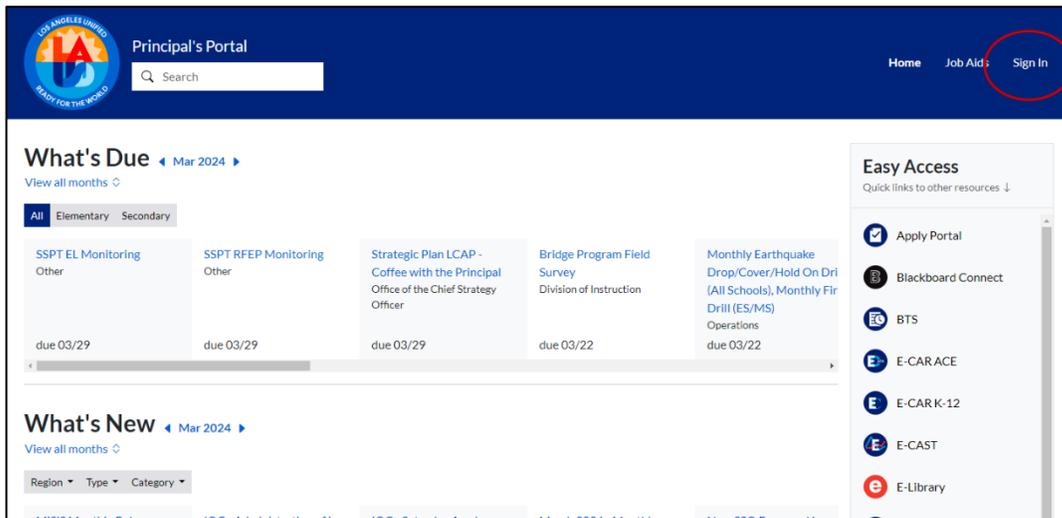




# LAUSD iFieldTrip School Nurse Access

School nurses can be granted access to iFieldTrip through the Principal Portal. The principal is responsible for designating the nurse, after which the school nurse will have access to view and review field trips for the school.

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

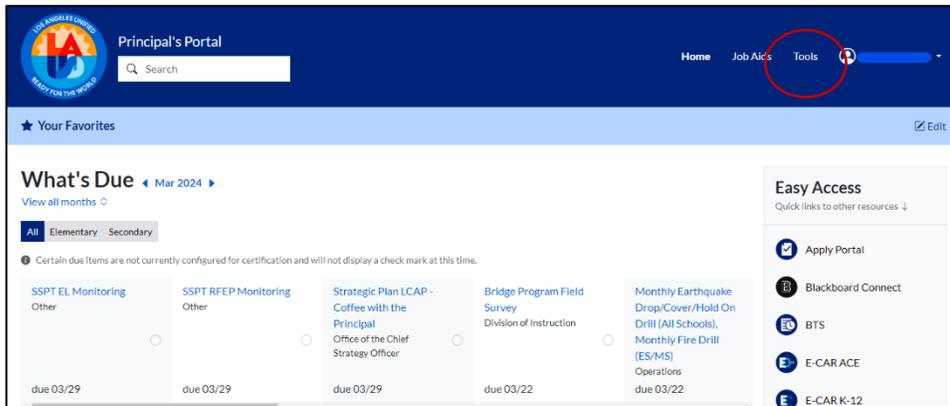
3

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

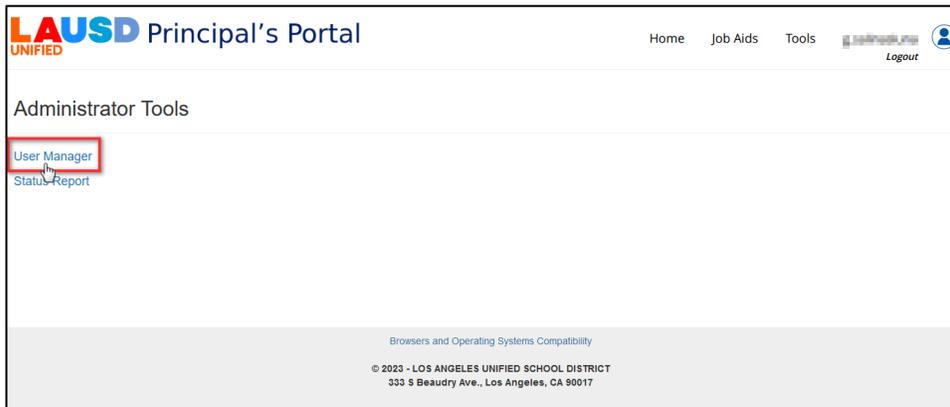


# LAUSD UNIFIED iFieldTrip School Nurse Access

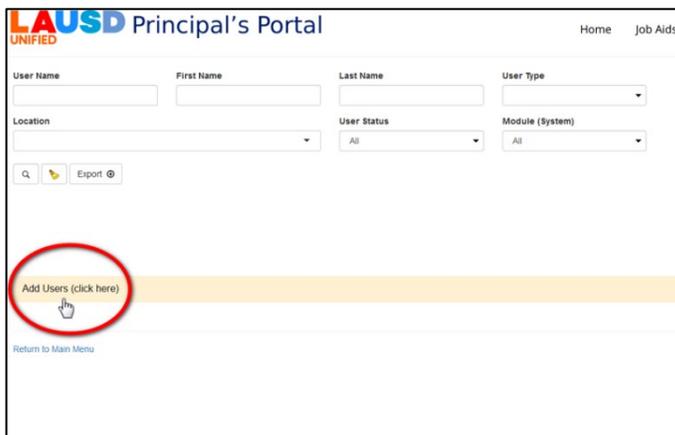
4. On the top right of the webpage, click on **Tools**.



5. Under *Administrator Tools*, click on **User Manager**.



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





# LAUSD iFieldTrip School Nurse Access

## 7. Under **Add Users**:

- 1) Type the Nurse's **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 **Nurse** from the dropdown menu.

**NOTE: THE SCHOOL NURSE MUST BE DESIGNATED UNDER THE "NURSE" ROLE ONLY. DESIGNATING THE NURSE UNDER ANY OTHER ROLE OR UNDER MULTIPLE ROLES FOR THE FIELD TRIP MODULE WILL CAUSE THE NURSE TO EXPERIENCE ACCESS ISSUES.**

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:  Find

User Type:

Location/Region:

Module (System)

Role

## 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:  Find

User Type:

Location/Region:

Module (System)

Role