

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.

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nect

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
2 Password
3 Sign in
Enter your full LAUSD email address and password to Log In.
e.g. (msmitri@iauso.net, mary.smitri@iauso.net)



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

Principa Sear	l' <b>s Portal</b>			Home Job A	res Tools
* Your Favorites					🗷 Edit
What's Due (Ma View all months O All Elementary Secondary O Certain due Items are not curren	IT 2024 >	l not display a check mark at this time			Easy Access Quick links to other resources ↓ ② 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 Drill (All Schools), Monthly Fire Drill (ES/MS) Operations	Blackboard Connect BTs E-CAR ACE
due 03/29	due 03/29	due 03/29	due 03/22	due 03/22	E E-CAR K-12

5. Under Administrator Tools, click on User Manager.

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

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

User Name	First Name	Last Name	User Type	•
Location		User Status	Module (System)	
		✓ All	▼ All	•
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Add Users (Click here)	)			

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 her	re)
User Name:	sample.name Find
User Type: 2	School
Location/Region:	102ND ST EEC (1954501)
Module (System) 4	Field Trip -
Role 5	Nurse
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 employee. 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	Nurse -
Add User	