Granting Designee Access Via the Principal Portal

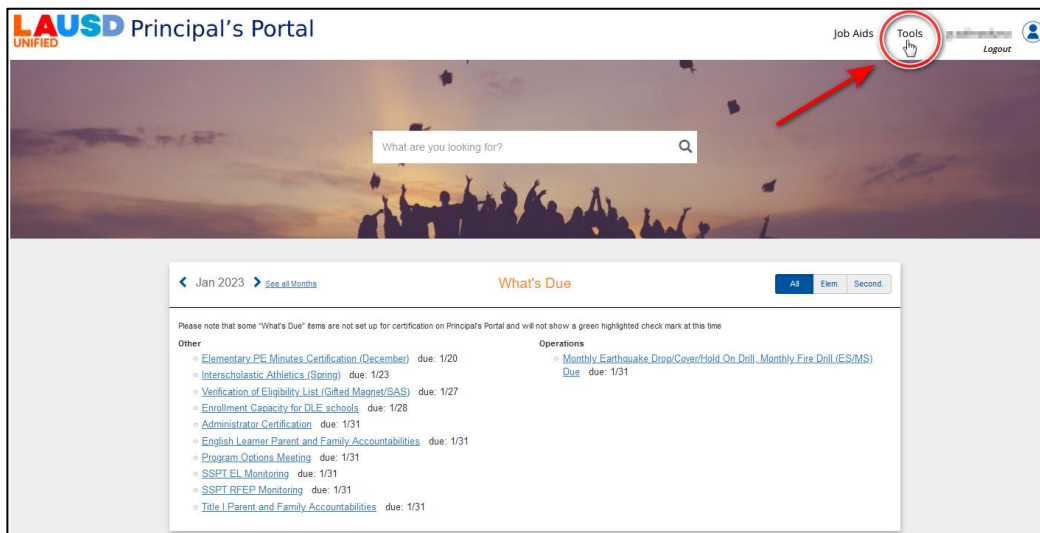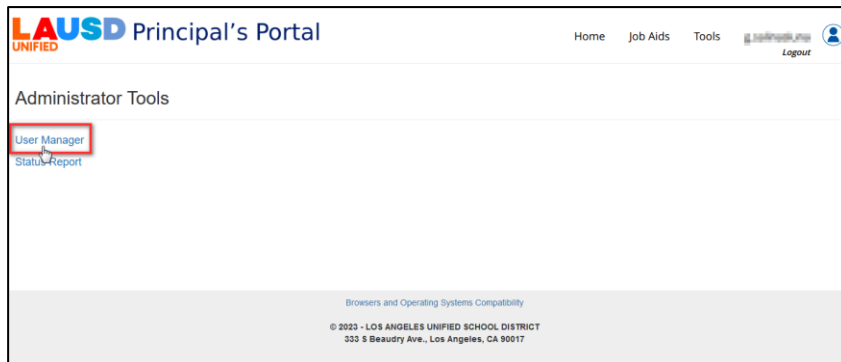|	
1.	From your web browser, go to **https://principalportal.lausd.net**.
2.	On the top right of the webpage, click on "**Login**".
3.	Enter your full LAUSD email address and password and then click on "**Sign in**".
4.	On the top right of the webpage, click on "**Tools**".
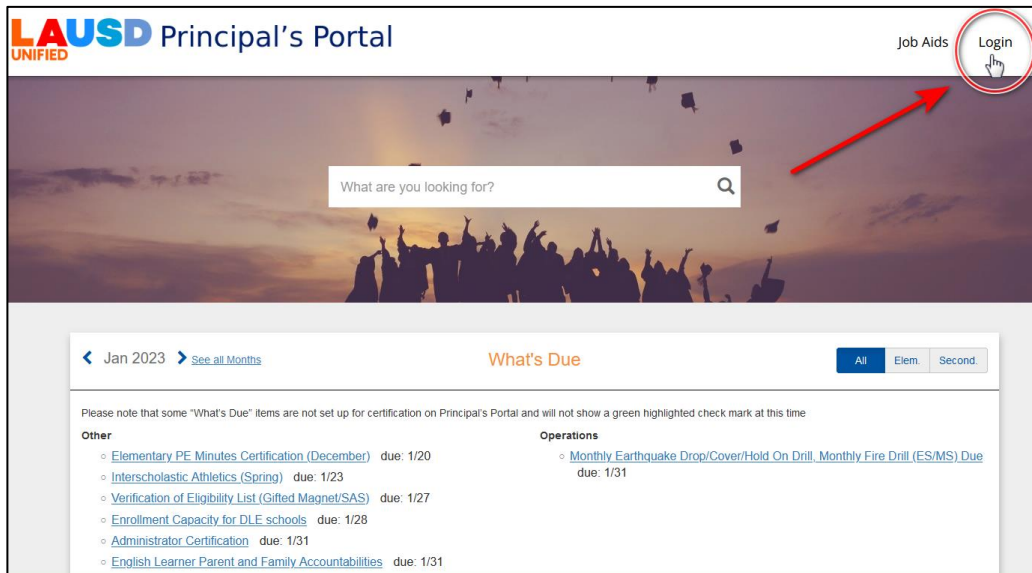
5.	Next, under *Administrator Tools* click on "**User Manager**"

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/Local District*, 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.
6) Finally, click on "**Add User"**.
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The designee will now be able to view, create, and approve trips for the school.