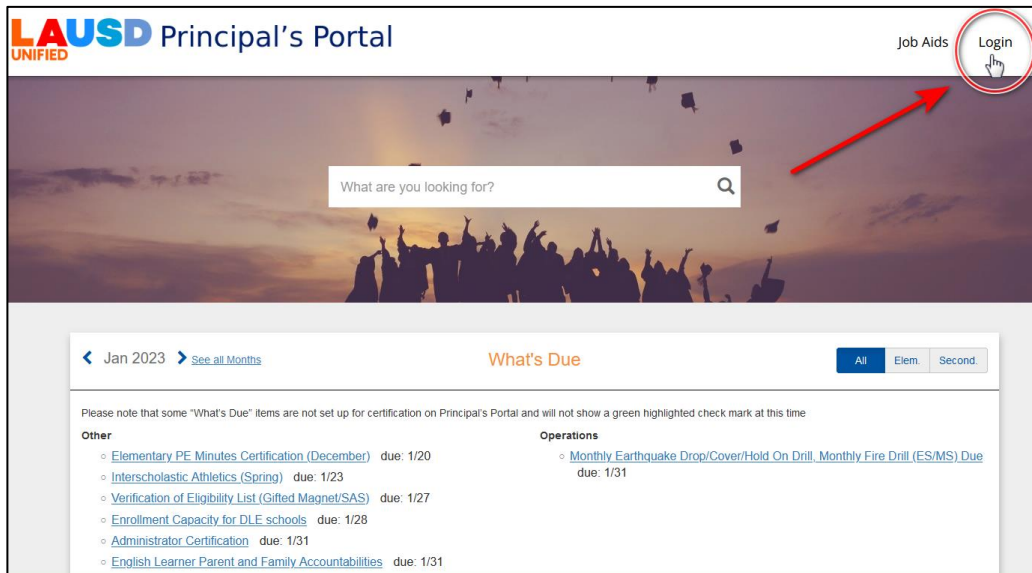


## Granting Designee Access Via the Principal Portal

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

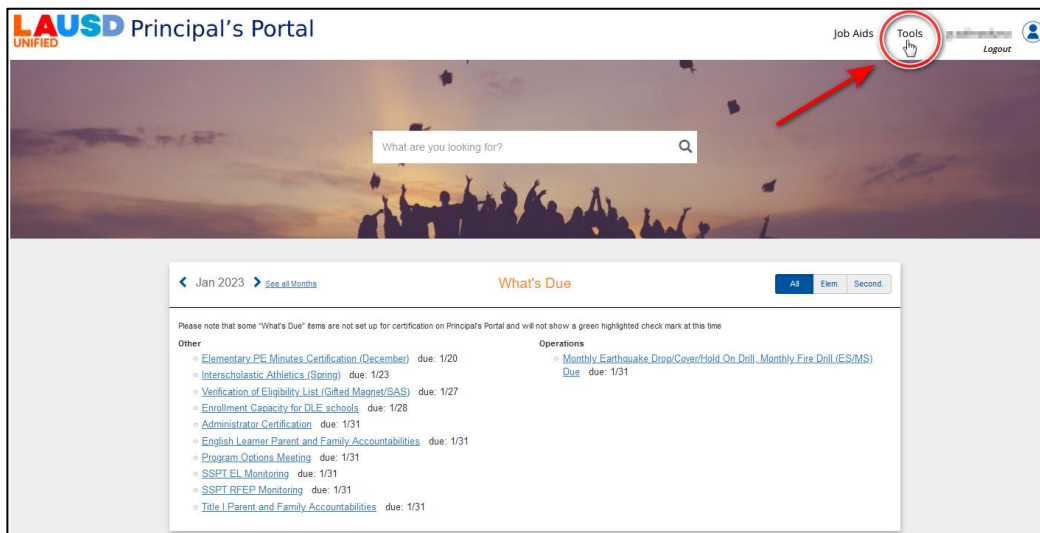
2. On the top right of the webpage, click on **"Login"**.



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

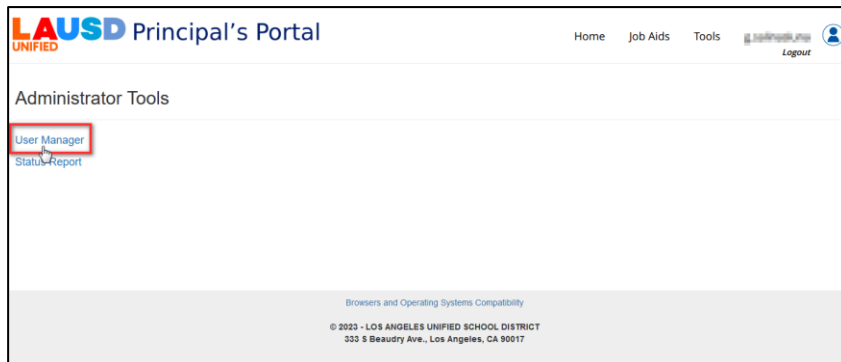
The screenshot shows the LAUSD Principal's Portal sign-in page. It features a 'Sign in with your organizational account' section. There are two input fields: one for email (labeled '1') and one for password (labeled '2'). Below these fields is a 'Sign in' button (labeled '3') circled in red, with a red arrow pointing to it. Below the button, there is a note: '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"**.



## Granting Designee Access Via the Principal Portal

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



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

The screenshot shows the LAUSD Principal's Portal interface. At the top, there's a navigation bar with 'Home' and 'Job Aids'. Below this is a form with fields for 'User Name', 'First Name', 'Last Name', 'User Type', 'Location', 'User Status', and 'Module (System)'. There are also search and export buttons. At the bottom, a yellow banner contains the text 'Add Users (click here)' with a hand icon pointing to it. A red circle is drawn around this banner. Below the banner is a link 'Return to Main Menu'.

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”**.

The screenshot shows the 'Add Users (click here)' form. It includes a text box for 'User Name' with a red '1' next to it, a 'Find' button, and a dropdown menu for 'User Type' with a red '2' next to it. Below these are dropdown menus for 'Location/Local District' (with a red '3'), 'Module (System)' (with a red '4'), and 'Role' (with a red '5'). At the bottom is an 'Add User' button with a red '6' next to it. The form also contains instructions: '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.'

**The designee will now be able to view, create, and approve trips for the school.**