iFieldTrip Reference Guide

Franting the Nurse Access Via the Principal Portal

	n your web browser, go to <u>https://principalportal.lausd.net</u> .
On	the top right of the webpage, click on " Login ".
UNIFI	USD Principal's Portal
	What are you looking for? Q
	✓ Jan 2023 > See all Months What's Due All Elem. Second.
	Please note that some "What's Due" items are not set up for certification on Principal's Portal and will not show a green highlighted check mark at this time
	Other Operations • Elementary PE Minutes Certification (December) due: 1/20 • Monthly Earthquake Drop/Cover/Hold On Drill, Monthly Fire Drill (ES/MS) Due • Interscholastic Athletics (Spring) due: 1/23 due: 1/31 • Verification of Eligibility List (Gitted Magnet/SAS) due: 1/27 Enrollment Capacity for DLE schools due: 1/28 • Administrator Certification due: 1/28 due: 1/31
0 0 0	Sign in with your organizational account someone@example.com password Sign in Enter your full LAUSD email address and password to Log In. e.g (msmith@lausd.net, mary.smith@lausd.net) the top right of the webpage, click on " Tools ".
UNIFIE	Job Aids Tools Logour
	and the second se
	What are you looking for?
	What are you looking for? Q Jan 2023 See al Meetina What's Due A Mat's Due

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	xt, under Administrator Tools click on " User Manager "
INIFIED	USD Principal's Portal Home Job Aids Tools
Admini	nistrator Tools
Jser Mana Status-Rep	nager Inogen
	Browsers and Operating Systems Compatibility @ 2923 - Los AwAGLES LWEIRED SCHOOL DISTINCT 332 S Beauty May Los Andeles C. 88017
Fror	om the bottom of the webpage, click on " Add Users ".
	AUSD Principal's Portal Home Job Aids
User Name	ane Pirst Name Last Name User Type
Location	n User Status Module (System) PTD ADAIN (1040501) • All • All •
٩	Eport @
Add Us	Users (click here)
Return to M	b Kan Henu
Unc	der " Add Users ":
1)	Type the Nurse's User Name.
2)	For User Type, select " School" from the dropdown menu.
3)	For Location/Local District, ensure your school is selected.
4)	For <i>Module</i> (System) select " Field Trip " from the dropdown menu.
5)	For <i>Role</i> , select Nurse from the dropdown menu.
6)	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'
	Type the User Name. Alternatively, you can click on "Find" and search for the user name.
	User Name: sample.name Find
	User Type: 2 School Select "School" from the dropdown menu.
	Location/Local 102ND ST EEC (1954501) Ensure your school is selected.
	Module (System) Field Trip Select "Field Trip" from the dropdown menu.
1	Role Select "Nurse" from the dropdown menu
	YOU MUST SELECT "NURSE" FROM THE DROPDOWN MENU.
6	Add User Add User Add User