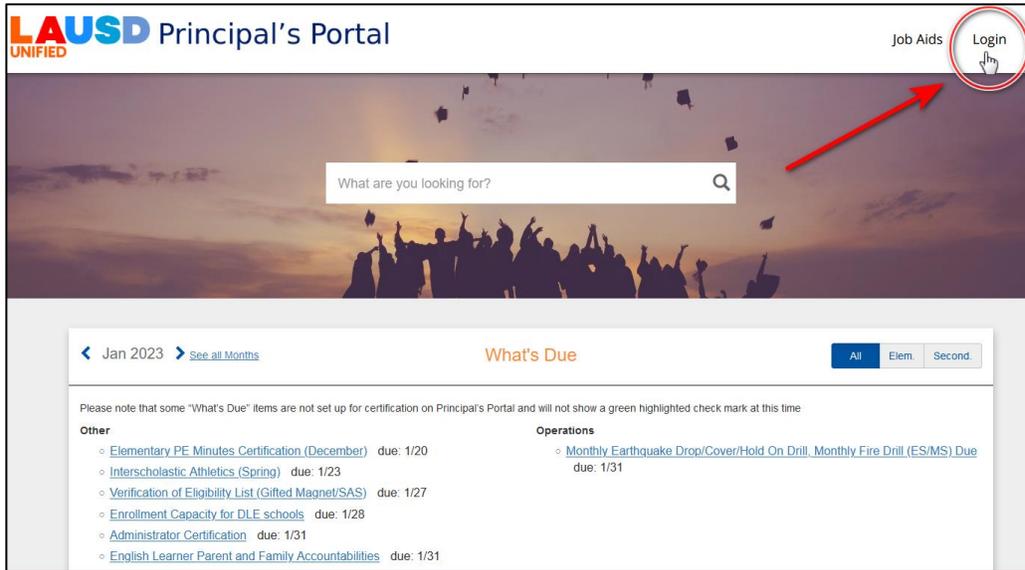


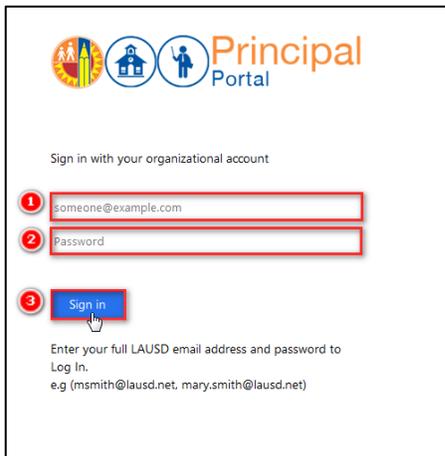
iFieldTrip Reference Guide
Granting the Nurse Access Via the Principal Portal

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

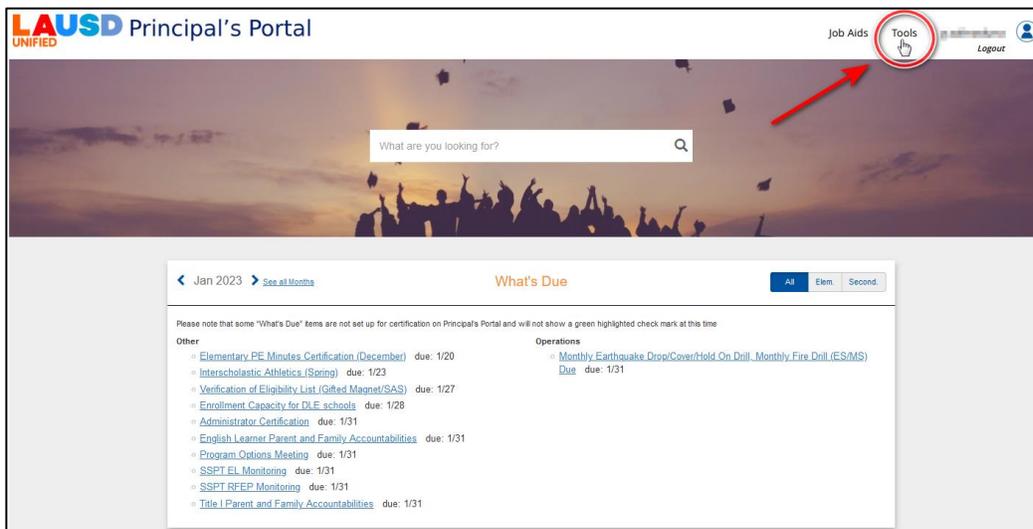
2. On the top right of the webpage, click on “Login”.



3. Enter your full LAUSD email address and password and then click on “Sign in”.

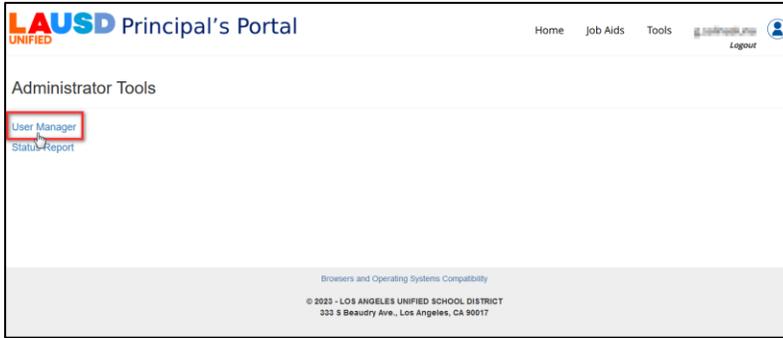


4. On the top right of the webpage, click on “Tools”.

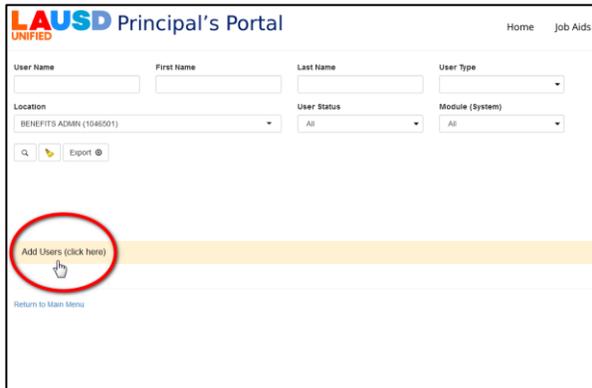


Granting the Nurse Access Via the Principal Portal

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

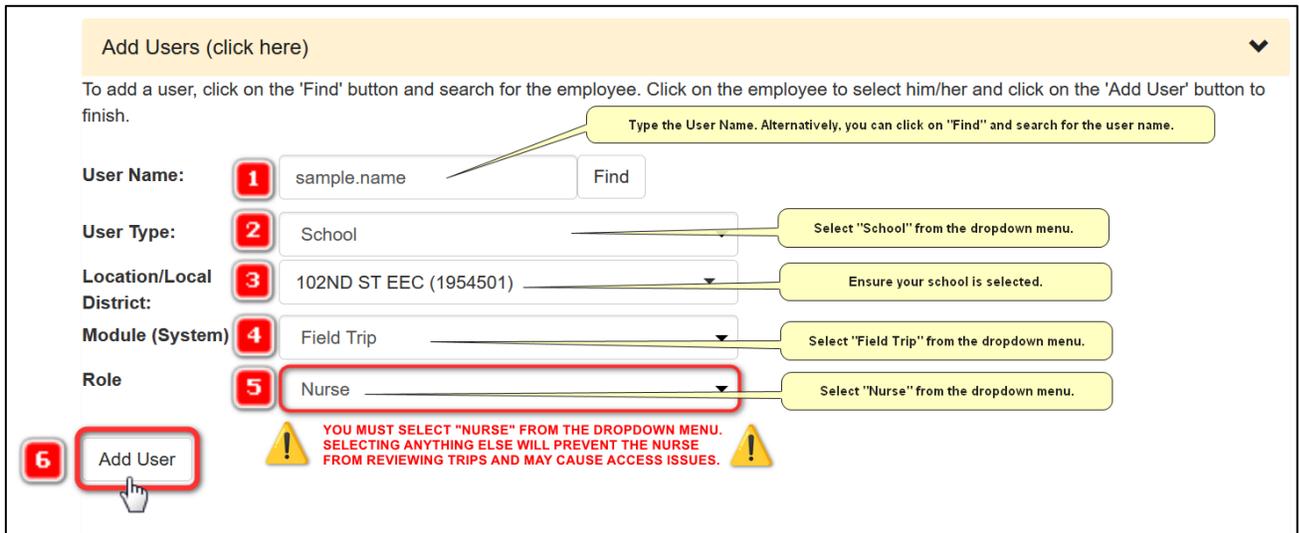


6. From the bottom of the webpage, click on **“Add Users”**.



7. Under **“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 *Module (System)* select **“Field Trip”** from the dropdown menu.
- 5) For *Role*, select **Nurse** from the dropdown menu.
- 6) Finally, click on **“Add User”**.



The Nurse will now be able to review and approve trips for the school.