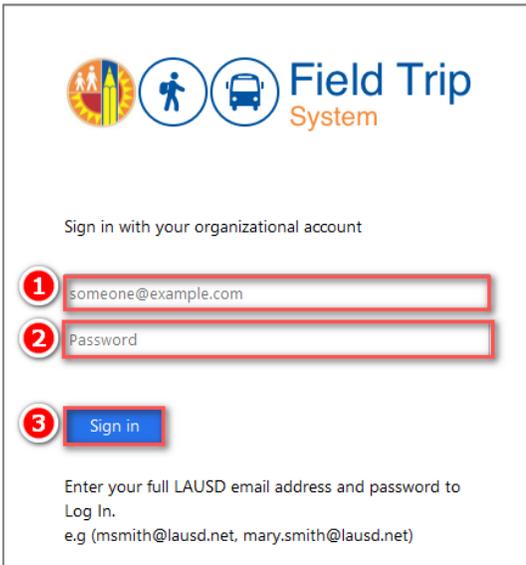


iFieldTrip Reference Guide

Updating and Resubmitting a Field Trip Request

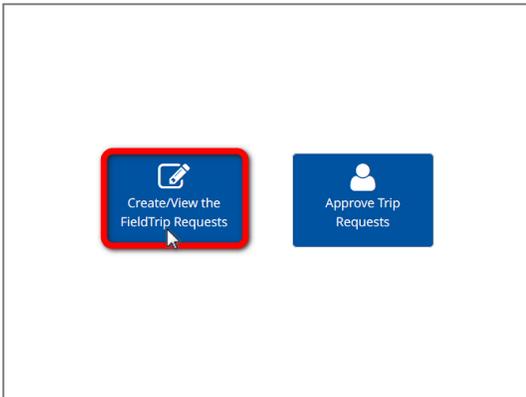
1. Go to ifieldtrip.lausd.net.

2. From the sign-in page, enter your email address and password, and then click on “Sign in”.



The image shows the sign-in page for the Field Trip System. At the top, there are three icons: a group of people, a person walking, and a bus. Below the icons is the text "Field Trip System". Underneath, it says "Sign in with your organizational account". There are three numbered red boxes highlighting the input fields: 1. Email address field containing "someone@example.com", 2. Password field containing "Password", and 3. "Sign in" button. Below the fields, there is a note: "Enter your full LAUSD email address and password to Log In. e.g (msmith@lausd.net, mary.smith@lausd.net)".

3. Click on “Create/View the Field Trip Requests” button. (NOTE: this page may not appear for all users).



4. Select the trip you need to make changes to and then click on the “Clone” button.

RefNo	School	Destination	Trip Start	Status															
				LAUSD Bus Info	Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Student Integration	Title 1	Local District	Superintendent	Trans-Acctg	Trans-Dispatch	Original Request
23-1105	BENEFITS ADMIN	GETTY CENTER	09/30/2022															SUBMITTED	

Show 5 entries

Buttons: Create New Request, Clone, Cancel, Delete, Report

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5. A “Success” alert will populate. Note the new reference number and then click “OK”.

Success!

Success! Your cloned trip may be found on the dashboard under Reference No: **23-1131**. You may edit any section of the clone and submit for certification.

OK

6. From your dashboard, click on the new reference number.

RefNo	School	Destination	Trip Start	Status														
				LAUSD Bus Info	Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Student Integration	Title 1	Local District	Superintendent	Trans-Acctg	Trans-Dispatch
23-1131	BENEFITS ADMIN	GETTY CENTER	09/30/2022															

Show 5 entries [First](#) [Previous](#) 1 [Next](#) [Last](#)

[Create New Request](#) [Clone](#) [Cancel](#) [Delete](#) [Report](#)

7. Go through the request and make any necessary changes.

Contact Information **Destination** Participants Transportation Documents Certification [Dashboard](#)

Contact Information

Are you the main contact during the trip?*

Yes No

Main Contact Details*

Employee Name:

Employee ID:

Employee Cell#:

School Taking Trip*

Cost Center Code:

[Next](#)

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8. From the Certification tab, include the original reference number in the “Comments (Optional)” section.

The screenshot shows the 'Certification' tab selected in the top navigation bar. The 'Requester Certification' section includes 'Funding - LAUSD Bus' with a note: 'Note: Bus cancellations must be done at least 24 hours prior to trip to avoid charges'. Below this, there are dropdown menus for 'Cost Center (Select one)*:' (1046501 BENEFITS ADMIN) and 'Funding Type (Select one)*:' with options for Reimbursable, Student Body Funds (checked), Title 1, and Program. The 'Comments (Optional):' section has a text box containing 'The original reference number for this trip was 23-12345.' At the bottom, there are 'Previous', 'Save', and 'Submit' buttons.

9. Next, click the “Submit” button located on the Certification tab.

This screenshot shows the 'Certification' tab with more form fields. Under 'Funding - LAUSD Bus', it says 'N/A'. There is a section for 'Funding - Other Expenses - e.g. admission, charter bus, lodging, plane fare, etc. (select all that apply)' with checkboxes for 'No other expenses', 'Reimbursable', 'Student Body Funds' (checked), 'Title 1', and 'Program'. An 'Educational Benefit (briefly describe the educational benefit to participating student(s))' text box contains 'EXPLORING THE WORLD'. A question asks 'Did the facility operator request a Letter of Self-Insurance from LAUSD?' with 'Yes' selected. Below that, three checkboxes are checked: 'All parent/guardian permission slips will be obtained prior to trip and kept on file at the school for 7 years', 'Currently, Student-to-Chaperone ratio is 9:1. All participants rosters will be updated as soon as I am aware of any changes/additions.', and 'All non-LAUSD employee chaperones will satisfy the volunteer requirements in BUL 4746.2, Establishing and Administering School/Office Volunteer Programs'. The 'Comments (Optional):' text box contains 'TEST'. At the bottom, the 'Submit' button is highlighted with a red circle and a mouse cursor.

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10. The original trip will need to be canceled. From your dashboard, select the original trip and then click on the “Cancel” button.

The screenshot shows a dashboard with a table of field trip requests. The table has columns for RefNo, School, Destination, Trip Start, and a Status column. The first row is highlighted, and the 'Cancel' button is circled in red. A red circle with the number '1' is around the search icon, and a red circle with the number '2' is around the 'Cancel' button.

RefNo	School	Destination	Trip Start	Status
23-1105	BENEFITS ADMIN	GETTY CENTER	09/30/2022	SUBMITTED

Buttons: Create New Request, Clone, Cancel, Delete, Report

11. An Alert will display. Click on “Yes”.

The screenshot shows an alert dialog box with the following text: "Alert! Clicking YES will cancel your entire trip (including all approvals and LAUSD Bus arrangements). Are you sure you want to cancel your field trip?". The 'YES' button is circled in red.

Alert!

Clicking YES will cancel your entire trip (including all approvals and LAUSD Bus arrangements). Are you sure you want to cancel your field trip?

Buttons: YES, NO