

Instructional Guide for Administrators and Designees – LAUSD Online Application for LADOT Parking Placard

LAUSD Placard

placard.lausd.net

LADOT Parking Placard Application for LAUSD Employees

Los Angeles Unified School District

1.) Input LAUSD SSO.
Do no enter @lausd.net

2.) Click Administrator Login

Username: ex: John.Smith
Password:
Applicant Login Administrator Login

Enter your Single-Sign-On username and password to log in.
Example: msmith, mary.smith
Do not add domain name (@lausd.net, @lausd.k12.ca.us)

Having issues logging in with your LAUSD SSO? Please call ITD Service Desk at 213-241-5200 for Assistance.

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LAUSD Placard Management Center

View

Office: Transportation Services Division

App Status: Unapproved only

Click on an employee to approve or reject

Click on an employee to open Approve/Reject Page at the bottom.

Employee #	Employee Name	Title	Location	Devison	Phone #	Mobile #	Email	Office	Administrator	Status	Approved by	Approval Date	Note
00797503	KIM, SAMUEL	SR ADMINISTRATIVE ANALYST	9128519	SCC TRANS ABS AREA 75	2135802944		samuel.kim@lausd.net	Transportation Services Division	Vargas, Bertha	Submitted			

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Vargas, Bertha Logout Los Angeles Unified School District

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Office: Transportation Services Division Administrator: Vargas, Bertha Save Dept/Admin Selection

Approval Status: Pending Approve Application

Decision Made By: Reject Application

Decision Made Date: Wrong Office

Note to Applicant: enter your note here Send Note to Applicant Go Back to Employee List View

First Name: SAMUEL Last Name: KIM Employee No: 00797503

Location Code: 9128519 Division: SCC TRANS ABS AREA 75 Email: samuel.kim@lausd.net

Job Title *: SR ADMINISTRATIVE ANALYST Work Phone #: 2135802944

Work Address *: (No floor or building #) 115 N BEAUDRY AVE City & State *: LOS ANGELES, CA Zip *: 90012

Save Application

Omit symbol(s) and/or space(s) in your license plate number. Example: "2+2 IS4" would be "22IS4"

1st Plate #: WED14WF

2nd Plate #:

3rd Plate #:

Designee/Administrator can edit any information of the applicant.

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LADOT Parking Placard Application for LAUSD Employees Vargas, Bertha Logout Los Angeles Unified School District

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Office Transportation Services Division **Administrator** Vargas, Bertha Save Dept/Admin Selection

Approval Status Pending **Decision Made By** 2. **Decision Made Date** 3.

1. Approve Application **2.** Reject Application **3.** Wrong Office

Note to Applicant enter your note here **4.** Send Note to Applicant **5.** Go Back to Employee List View

First Name SAMUEL **Last Name** KIM

Location Code 9128519 **Division** SCC TRANS ABS AREA 75

Job Title * SR ADMINISTRATIVE ANALYST **Work Phone #** 2135802944

Work Address * (No floor or building #) 115 N BEAUDRY AVE **City & State *** LOS ANGELES, CA

Save Application

1. Approve - An email will be sent to applicant. **Only Administrator can Approve!** Designees won't have access.

2. Reject - An email will be sent to applicant. **Don't reject applicants from wrong offices!** Applicant will be stuck with your office and stay rejected.

3. Wrong Office - An email will be sent to applicant. The Office and Administrator will be reset so applicant to reapply to correct office.

4. Send Note - An email will be sent with any note written in the field above.

5. Go Back to Employee List - Will collapse the Approval/Reject Page and go back to list of your employees.

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LADOT Parking Placard Application for LAUSD Employees

LAUSD Placard Management Center

View

Office: Transportation Services Division

App Status

- Unapproved only
- All
- Approved only
- Rejected only
- Missing office or admin info

View different status list of your employees:

1. ALL - No filter. All your employees regardless of status.
2. Unapproved only - Default view. Will show employees pending in review status, pending approval.
3. Approved only - All employees approved by your office. Will receive a placard.
4. Rejected - All employees rejected by your office. Will not receive a placard.
5. Missing Office or Admin Info - Employee is missing either office name or administrator.

Employee #	Employee Name	Status	Approved By	Approval Date	Note
00797503	KIM, S	Submitted			

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