

Instructions to Create an Online M&O Service Request

Please go to **Food Services Resources** on the LAUSD Food Services Staff Page, then go to the **M&O-Maintenance and Operations** tab.

Food Services Staff	Equipment
	Financial
Food Services Staff	
Daily Updates	Harvest Bar
Substitutions	Harvest Stand
Menu	
Summer 2025	M&O-Maintenance and Operations
Training	Food Services-Service Request
Food Services Resources	Step 1: LAUSD Captive Portal
NEW Heartland Resources	Step 2: <u>M&O Online Service Request</u>
Combi Oven Resources	How To-Unbolt or Disconnect Equipment Items
FS Tutorial Videos	M&O Custodial Cleaning Responsibilities

Step1: Under **Food Services-Service Request** click **LAUSD Captive Portal** and login with your SSO Credentials. Do NOT include **@lausd.net** after your username.

LAUSD User	Identifie	cation Portal
The resource you are try continue. Please enter y	ving to access red our LAUSD SSO	quires your SSO login to credentials.
User	Username	
Password	Password	

Step 2: After you login you will get a User Authenticated message on the left corner of your screen. After you see this, please return back to the M&O-Maintenance and Operations tab on the Food Services
Resources page. Then proceed to select Step 2 to log into the M&O Online Service Request page.



Once **30 MINUTES** has passed, you log out, or you exit the screen you will always **need to repeat this process** to access the request page.