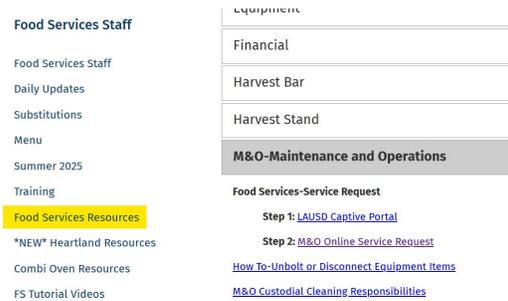


Instructions to Create an Online M&O Service Request

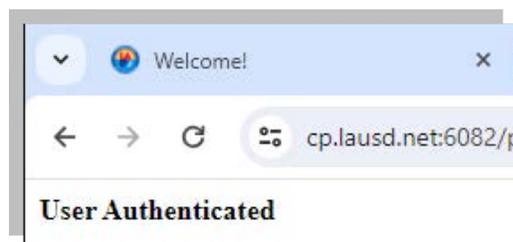
Please go to [Food Services Resources](#) on the LAUSD Food Services Staff Page, then go to the **M&O-Maintenance and Operations** tab.



Step 1: Under **Food Services-Service Request** click [LAUSD Captive Portal](#) and login with your SSO Credentials. Do NOT include [@lausd.net](#) after your username.



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.