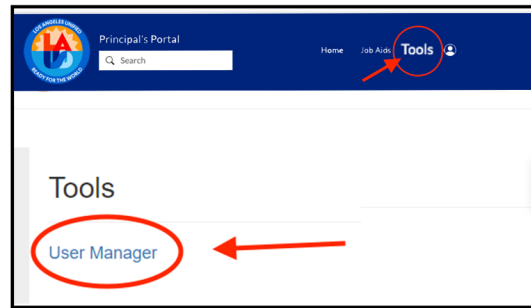


# How to Designate an IDM?

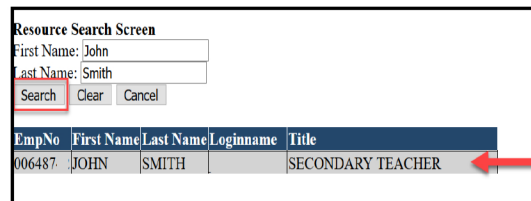
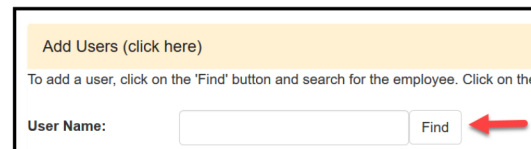
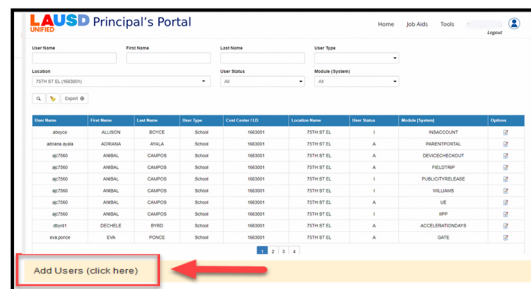
## O1. Principal's Portal

- Login to the Principal's Portal <https://principalportal.lausd.net>
- Click on **Tools**
- Select **User Manager**



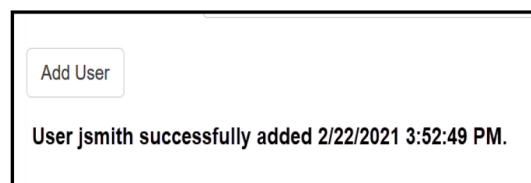
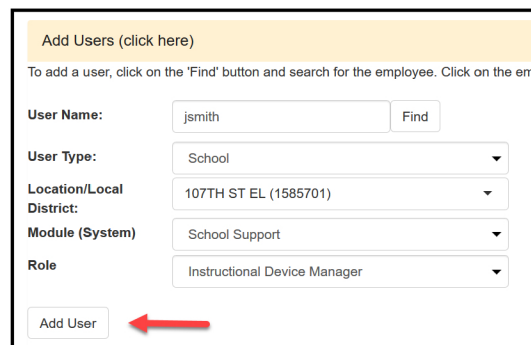
## O2. Search

- Click on **Add Users (click here)** at the bottom of the page
- To add a user, click **Find** and search for the employee
  - \* A pop-up window will appear
- Enter the designee's first and last name then click **Search**
- The employee's information will appear
- **Double click** on their name
  - \* Employee name will populate in the table



## O3. Add User

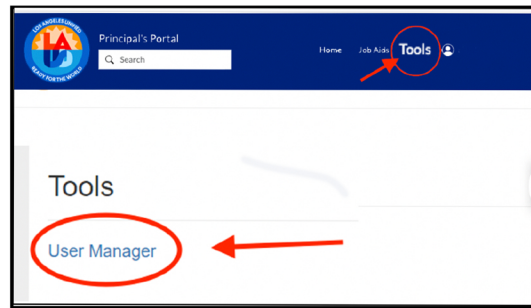
- Select User Type: **School**
- Location/Local District: Select your **school site**
- Module (System): Select **School Support**
- Role: Default is **Instructional Device Manager**
- Click on **Add User**
  - \* A message will appear confirming the designation:



# How to Remove an IDM?

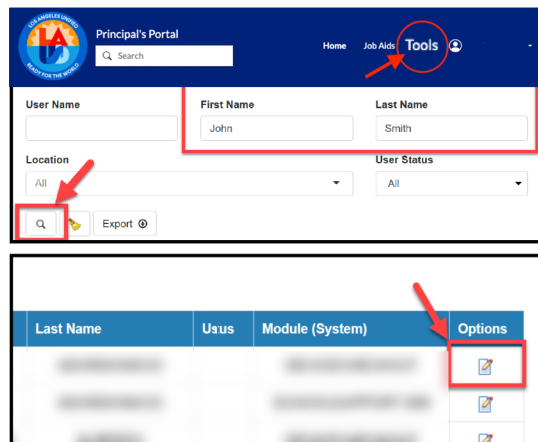
## O1. Principal's Portal

- Login to the Principal's Portal <https://principalportal.lausd.net>
- Click on **Tools**
- Select **User Manager**



## O2. Search

- Enter the IDM's first and last name
- Click on the **Search** icon
  - \* The employee's information will appear
- Under the column Options, click on the icon for Edit



## O3. Remove User

- Under the column User Status, select **InActive** from the dropdown.
- Click on the **Save icon** under the Options column to remove IDM from your site
- IDM's User Status will indicate **I** for inactive

