



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Welligent Access for School-Site Employees
Using oneAccess

NUMBER: REF-080105

ISSUER: Anthony Aguilar,
Chief of Special Education, Equity and Access
Division of Special Education

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ROUTING
All Employees
All Schools

PURPOSE: The purpose of this reference guide is to inform all employees of the expansion of the oneAccess (<https://oneaccess.lausd.net>) portal to include Welligent account auto-processing and to provide all employees directions for using oneAccess to acquire Welligent access.

MAJOR CHANGES: Welligent access is now provided through the oneAccess (<https://oneaccess.lausd.net>) portal. There are three processes for acquiring access based on the employee’s school-based role or responsibility: auto-provisioning, auto-create, and manual requests. The three processes and corresponding school-based roles are as follows:

I. **Auto-Provisioning.** Auto-provisioning automatically creates and approves Welligent access based on the employee’s school-based job class. This process will apply for new employees as well as those moving to a different position, role, or location. When a user changes cost center or class code, auto-provisioned Welligent accounts will be automatically removed. Access is automatically granted for users who are part of a campus cost center. Teachers (Special Day Program and Resource Specialist Program), principals, and assistant principals do not need to submit a request via oneAccess to acquire Welligent access. Site administrators do not need to approve Welligent access for these users. Auto-provisioning will not grant pool teachers or pool administrators access to Welligent. Email notifications will not be sent in the auto-provisioning process. Auto-provisioning will be provided for the following school-based job classes:

- | | |
|----------------------------------|---------------------------------|
| Asst Prin, Sec Counslng Srvc | Principal, Alternative School |
| Asst Prin, Adult Counslng Srvc | Principal, Opportunity High Sch |
| Principal, Sec Small Schl | Principal, Opportunity Center |
| Principal, Center Enrich Studies | Principal, School Pregnt Minrs |
| Principal, Middle College Hs | Principal, Special Education |
| Principal, Youth Oppor Unit Hs | Principal, Elementary |
| Principal, Secondary | Asst Prin, Secondary |
| Principal, City Of Angels | Asst Prin, Special Education |
| Principal, K - 12 | Asst Prin, Adult Education |



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Principal, Adult Education	Asst Prin, Sch For D/Hh
Principal, School Deaf Hrd/Hrng	Asst Prin, Elementary
Principal, Carlson Hosp School	Asst Prin, Elem Instrctnl Spst
Principal, Continuation High Sch	Principal, Early Eductn Center
Principal, Pilot School	Sp Ed Tchr
Principal, Elem Small Schls,	Tchr,Sp,Rsp
Tmp Adv-Mst	Special Education Tchr, Moderate/Severe Dis

II. **Auto-Create.** The auto-create process will automatically create a Welligent request for special education assistants and health care assistants. Users do not need to submit a request via oneAccess, however site administrators must approve Welligent access via oneAccess. The school-site administrator will receive an email notification for each auto-created request. The school-based job classes that will be auto-created in oneAccess are as follows:

Spvg Special Ed Assistant	Spec Education Trainee
Sp Ed Assistant	Health Care Assistant
Sp Ed Assistant/BII	

III. **Manual Requests.** All users/job classes not listed in the auto-provisioning or auto-create process must make a manual request for Welligent access. Manual requests require that the user submit a Welligent access request at <https://oneaccess.lausd.net>. The school-site administrator will receive an email notification for each manually created request. The following job classes and school-based responsibilities must submit a request via oneAccess and their site administrator must use oneAccess to approve the request:

IEP Coordinator	MCD Clerk
Dean/Counselor	Administrative Designee

Additionally, the following circumstances require a manual request:

1. All users who require additional access, such as an additional location or role. Such a user would include APEISs with multiple schools.
2. Users who must remove their access.
3. Campus location access must be submitted for each location and must be approved for each location.

When a manually requested user leaves a school site, they must request that their access be cancelled, or the site administrator must reject their request.

INSTRUCTIONS: Instructions vary based on the employee’s school-based job class or responsibility.

- I. Employees with job classes that are **auto-provisioned** do not need to take any



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- action to acquire their Welligent access.
- II. Employees with job classes that are **auto-created** do not need to take any action to acquire their Welligent access. Their site administrator however must log in to oneAccess to approve their access.
- III. Employees with job classes that require **manual request** must submit a request via oneAccess. (see Attachment A)
1. Using Chrome internet browser, go to <https://oneaccess.lausd.net>.
 2. Sign in using your single-sign-on (sample@lausd.net) and password.
 3. Under the Welligent category, click “Manage/Edit Roles.”
 4. Click “New Request.”
 5. Make the appropriate selections from the drop-down menus.
 6. Click “Done Editing” when done.
 7. Agree to the “Terms and Conditions” by clicking on the check box.
 8. Click “Submit Request” to finalize request.

RELATED RESOURCES:

None

ASSISTANCE:

For additional assistance or further information please contact the ITD Held Desk at (213) 241-5200 Option 8 or create a Help Desk ticket at <https://lausd-myit.onbmc.com>.



October 25, 2019

Requesting Welligent Access for School-Site Staff

The purpose of this document is to provide guidance to LAUSD school-based staff on how to request and manage Welligent user roles that require manual activation and to track their processing status, via the **oneAccess** portal. Beginning October 25th, 2019, **oneAccess** replaces the User-ID Form for school-based LAUSD employees requesting Welligent accounts. Key features include tracking role request status, administrator review of currently assigned Welligent roles, and the ability to revoke approved roles.

BEFORE YOU GET STARTED

- You must have an active LAUSD single sign-on (SSO) account prior to applying for a Welligent role in **oneAccess**
- Determine the role and school location(s) you will need access to before applying online.

LOG IN

1. Access **oneAccess** at <https://oneaccess.lausd.net>, and click **Sign In**.
2. Log in using your **single sign-on (SSO)** credentials.
3. Select Welligent Manage/Edit Roles

The screenshot shows the oneAccess portal interface. At the top, there is a navigation bar with 'Home', 'Profile', and 'Help Guides'. Below this, a user profile section displays 'Employee' and 'Contract End Date'. The main content area is titled 'LAUSD Applications and Roles' and contains four panels:

- MISIS**: Shows 'ASSIGNED ROLES' (No Roles Assigned) and 'PENDING REQUESTS' (No Pending Requests).
- Schoology**: Shows 'ASSIGNED ROLES' (No Roles Assigned) and 'PENDING REQUESTS' (No Pending Requests).
- Welligent**: Shows 'ASSIGNED ROLES' with two roles: 'School Administrator' (107TH ST EL (1585701)) and 'Resource Specialist Program (RSP) Teacher' (20TH ST EL (1727401)). It also shows 'PENDING REQUESTS' (No Pending Requests).
- OneAccess User Portal**: Shows 'ASSIGNED ROLES' (No Roles Assigned) and 'PENDING REQUESTS' (No Pending Requests).

A green arrow points to the 'Manage / Edit Roles' button in the Welligent panel.

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4. Select **New Request**

Welligent

The screenshot shows the Welligent dashboard. At the top right, there is a 'New Request' button highlighted with a green box and a green arrow pointing to it. Below this, there are two main sections: 'ASSIGNED ROLES' and 'MY REQUESTS'. The 'ASSIGNED ROLES' section has columns for 'ROLES' and 'STATUS'. The 'MY REQUESTS' section has columns for 'REQUEST #', 'ROLE', 'LOCATION', 'DATE', 'STATUS', and 'REVOKE'.

- Step 1** Select **Location Type**. In this example, **School** was selected.
- Step 2** Select **User Type**. In this example, **Teacher** was selected.
- Step 3** Select **Role**. In this example, **Resource Teacher** was selected.
- Step 4** Select **Locations**. In this example, **20th St El (1227401)** was selected.
- Step 5** Select **Supervisor**. In this example **Garcielita, Mario** was selected
- Step 6** Select **Welligent Request Type**. In this example, **Change Welligent Account** was selected.
- Step 7** Click **Done Editing**. (Make sure you check off that you have read and agree to the Terms and Conditions).

The screenshot shows the 'Role Request Builder' form. It has a navigation bar at the top with 'one Access', 'Home', 'Profile', 'Help Guides', and user information 'ROSA BURLINGHAM [19:21] Sign Out'. The form contains several dropdown menus and a text input field, each with a step callout box:

- Step 1**: SELECT LOCATION TYPE (School)
- Step 2**: SELECT USER TYPE (Teacher)
- Step 3**: SELECT ROLE (Resource Specialist Program (RSP) Teacher)
- Step 4**: SELECT LOCATIONS (20TH ST EL (1727401) x)
- Step 5**: SELECT SUPERVISOR (Garcielita, Mario)
- Step 6**: SELECT WELLIGENT REQUEST TYPE (Change Welligent Account)

 At the bottom, there is a 'Done Editing' button highlighted with a green box and a green arrow, and a 'Submit Request' button at the very bottom. A checkbox for 'I have read and agree to the Terms and Conditions' is also visible.

Requesting Welligent Access for School-Site Staff

You may select additional locations for the same user role. A completed sample is shown below.

The screenshot shows the Welligent user interface. At the top, there is a navigation bar with 'one ACCESS', 'Home', 'Profile', 'Help Guides', and 'Sign Out'. Below the navigation bar, the 'Welligent' logo is on the left and the 'welligent' logo is on the right. A blue button labeled 'New Request' is in the top right corner. Below this, there is a section titled 'ASSIGNED ROLES' with a table containing one row: 'School Administrator' for '107TH ST EL (1585701)', with an expiration date of '3/4/2047' and a status of 'Active'. Below this is a section titled 'MY REQUESTS' with a table containing two rows. The first row is for request # '5335B727' for a 'Resource Specialist Program (RSP) Teacher' at '20TH ST EL (1727401)', submitted on '10/18/2019'. The second row is for request # 'F68CC018' for a 'School Administrator' at '107TH ST EL (1585701)', approved on '10/18/2019'. A green arrow points to the 'New Request' button.

In this screen you can also view and manage your assigned roles and pending request.

This screenshot is similar to the previous one but includes green arrows pointing to specific elements. In the 'ASSIGNED ROLES' table, an arrow points to the 'Active' status. In the 'MY REQUESTS' table, arrows point to the 'Submitted' status of the first row and the 'Revoke' icon of the second row.

Requesting Welligent Access for School-Site Staff

A request number is assigned to each pending role request. A different number is assigned to each request for a different location. A sample is shown below:

Welligent

Looking to request a new role? [New Request](#)

ASSIGNED ROLES

ROLES	STATUS
<ul style="list-style-type: none"> School Administrator <p>107TH ST EL (1585701) Expires: 3/4/2047</p>	Active

MY REQUESTS

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
5335B727	Resource Specialist Program (RSP) Teacher	20TH ST EL (1727401)	10/18/2019	Submitted	
F68CC018	School Administrator	107TH ST EL (1585701)	10/18/2019	Approved	

The processing status of the request will display in the **Status** column

Welligent

Looking to request a new role? [New Request](#)

ASSIGNED ROLES

ROLES	STATUS
<ul style="list-style-type: none"> School Administrator <p>107TH ST EL (1585701) Expires: 3/4/2047</p>	Active

MY REQUESTS

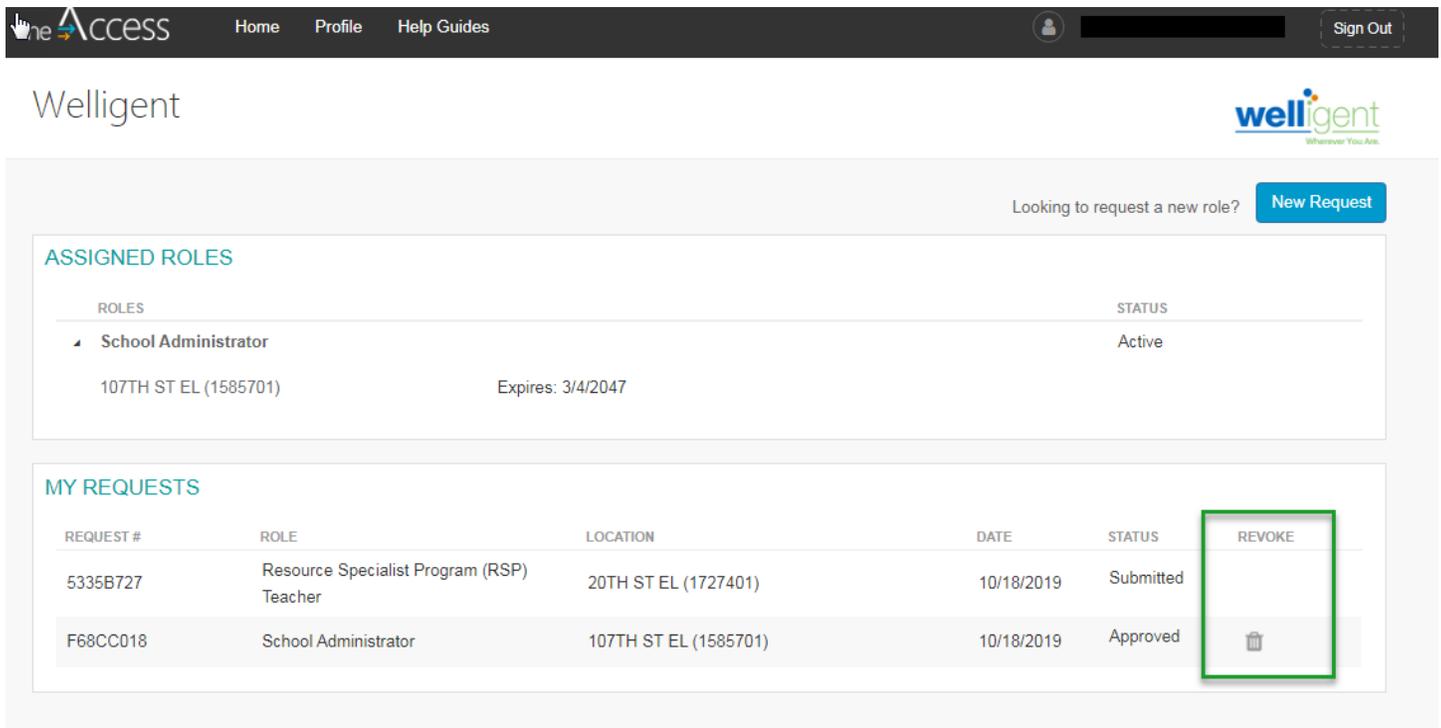
REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
5335B727	Resource Specialist Program (RSP) Teacher	20TH ST EL (1727401)	10/18/2019	Submitted	
F68CC018	School Administrator	107TH ST EL (1585701)	10/18/2019	Approved	

Requesting Welligent Access for School-Site Staff

A description of each status is shown below:

Request Status	Description
Submitted	User has submitted role request, pending administrator approval
Approved	Administrator has approved user role request
Cancelled	Approved role has been successfully revoked
Cancel Requested	The system is currently processing a request to revoke a user role
Expired	The role has expired based upon the expiration date of the role request, which is calculated on a role-to-role basis
Rejected	An approver has rejected a user's role request, or the request has aged out of the system waiting in an approver's queue

This revoke button effectively removes the role from the user profile, and user will no longer have the Welligent role.



The screenshot shows the Welligent user interface. At the top, there is a navigation bar with 'Home', 'Profile', and 'Help Guides' links, along with a user profile icon and a 'Sign Out' button. Below the navigation bar, the 'Welligent' logo is on the left and the 'welligent' logo with the tagline 'Wherever You Are.' is on the right. A blue button labeled 'New Request' is positioned in the top right corner of the main content area.

The main content area is divided into two sections:

- ASSIGNED ROLES:** This section displays a table with two columns: 'ROLES' and 'STATUS'. The first row shows 'School Administrator' with a status of 'Active'. Below this, the role details are listed: '107TH ST EL (1585701)' and 'Expires: 3/4/2047'.
- MY REQUESTS:** This section displays a table with five columns: 'REQUEST #', 'ROLE', 'LOCATION', 'DATE', and 'STATUS'. There are two rows of requests:
 - Request # 5335B727, Role: Resource Specialist Program (RSP) Teacher, Location: 20TH ST EL (1727401), Date: 10/18/2019, Status: Submitted.
 - Request # F68CC018, Role: School Administrator, Location: 107TH ST EL (1585701), Date: 10/18/2019, Status: Approved.
 A green box highlights a 'REVOKE' button with a trash icon next to the 'Approved' status of the second request.

Once the approver has approved your application, you will have access.