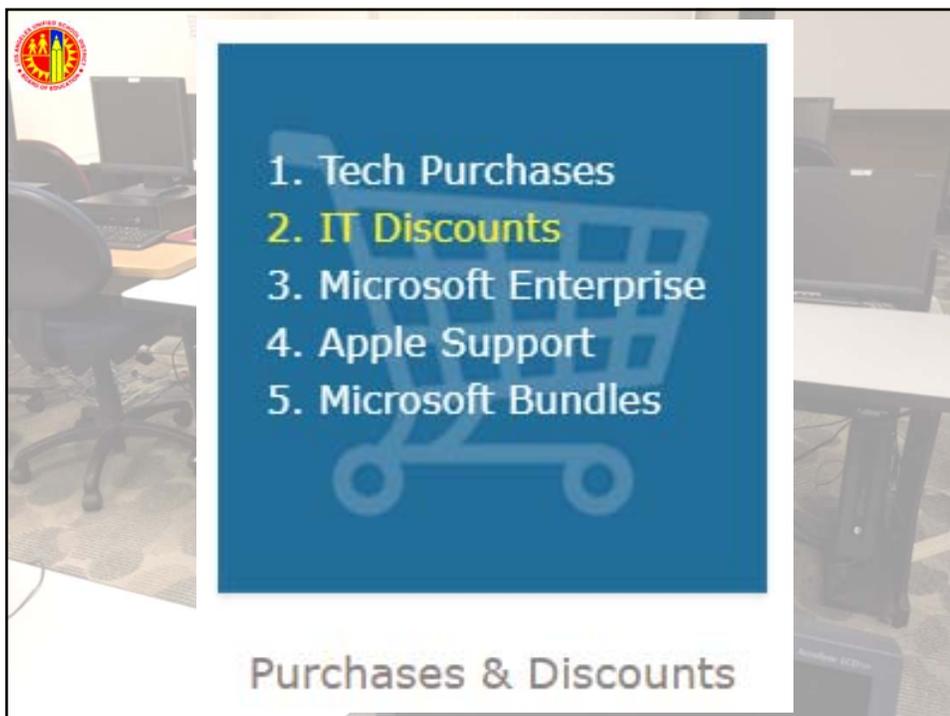


 **SAA/OFFICE MANAGER MEETING – LD CENTRAL**  
**THURSDAY, AUGUST 2, 2018**



  
**ITD/MiSiS  
UPDATES**



## IT Partners – Employee Discounts

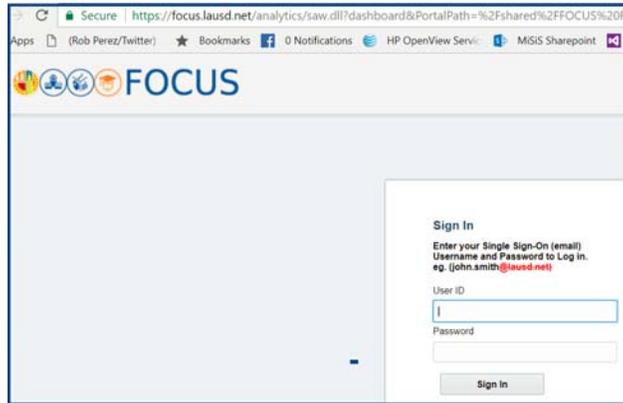
- **Software Programs**
  - Microsoft
  - Adobe
- **Cellular Service**
  - Verizon
  - AT&T
  - T-Mobile
  - Sprint
- **Computer Equipment**
  - Apple
  - Dell
  - Lenovo/IBM

Website: <https://achieve.lausd.net/itd>

ITD Resources > Purchases and Discounts



## FOCUS – System Login



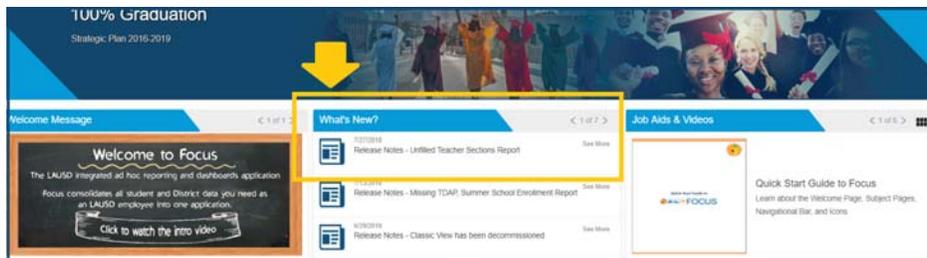
Access FOCUS: <https://focus.lausd.net>

Login: SSO credentials

## FOCUS – Release Notes

### CHECK FOR UPDATES

- Notes are posted following each release
- Most recent update is listed first



## FOCUS – Job Aids and Videos

### UNIQUE TO EACH SUBJECT AREA

The screenshot shows a slide titled "Job Aids & Videos" with a navigation indicator "< 1 of 5 >". The main content area displays a document titled "Quick Start Guide to Focus" with the FOCUS logo. To the right of the document, the text reads: "Quick Start Guide to Focus" and "Learn about the Welcome Page, Subject Pages, Navigational Bar, and Icons".



## FOCUS – Areas of Interest

- **Analytic Areas**
- **"Classic View" – No LONGER AVAILABLE**
- **Search**
- **Catalog**
- **Create Report**
- **Most Standard Reports are located in "Summary"**



## FOCUS – Summary Reports

- **Demographics - updated**
- **Mail Merge templates**
- **Monitoring Reports (formerly called Local District Reports) - updated**
- **Summer School Reports**

The image shows four summary report cards arranged horizontally. Each card has a 'New' badge in the top left corner with a number. The first card is 'Demographics' with a 'New 1' badge and an icon of three diverse children. The second is 'Mail Merge' with a 'New 7' badge and an icon of a globe and envelope. The third is 'Monitoring Reports' with a '28 New Dashboards' badge and an icon of a computer monitor showing a globe. The fourth is 'Summer School Reports' with a 'New 6' badge and an icon of a school building.



## FOCUS – Support and Resources

### SUBJECT AREA GUIDES

The screenshot shows the 'Focus Reporting & Dashboards' interface. On the left is a navigation menu with items like 'Support (Job Aids)', 'Dashboard Guides and Job Aids', and 'Ad Hoc Reporting Guides and Job Aids'. The 'Ad Hoc Reporting Guides and Job Aids' item is highlighted with an orange box. Below the menu is an 'Access Subject Area Guides' button with an upward arrow. The main content area features a message: 'Starting December 4, 2017, MISIS Ad Hoc Reporting and Dashboards will be replaced with the new look and feel, now called Focus Reporting & Dashboards (Focus). To access either application, please click Log In below.' Below the message are the 'FOCUS Reporting & Dashboards' logo and the 'Formerly MISIS Ad Hoc Reporting & Dashboards' logo. A 'Log In' button is on the right. At the bottom, there are icons for home, help, and system status, along with the text 'The LAUSD integrated ad hoc reporting and dashboards application'.



Website: <https://achieve.lausd.net/focus>

Email: [focus@lausd.net](mailto:focus@lausd.net)



## REMEDY– System Login

**bmc**  
Remy Single Sign-On

User Name

Password

Log In

Microsoft

tosha.davis@lausd.net

Enter password

Password

Back Sign in

Forgot my password

**bmc** Digital Workplace

Access REMEDY: <https://lausd-myit.onbmc.com>

Login: SSO credentials

## REMEDY – Knowledge Base Support

- Type **keyword** in Catalog search field  
(Ex: Enrollment)

A screenshot of a search results page. The search bar at the top contains the text 'enrollment'. Below the search bar, there are four tabs: 'All (26)', 'Items (6)', 'Actions (1)', and 'Resources (25)'. The 'Resources (25)' tab is selected. The results are displayed in a table with three columns: 'Item Name', 'Type', and 'Action'. The first three rows are:

Item Name	Type	Action
UPDATE A STUDENT'S ENROLLMENT RECORD	Resource	Preview
Quick Guide to Enrollment Steps	Resource	Preview
Update Student Home Language	Resource	Preview

- Browse list of **Categories**  
(Ex: MiSiS)
- Select **MiSiS – Student...**
- Click **Request Access with MiSiS/Schoology**

A screenshot of a 'Browse categories' dropdown menu. The menu is open and shows a list of categories:

- District Operations
- Food Services - Cafeteria Managemen...
- Human Resources
- Human Resources Services
- IT Asset
- MiSiS - Student Information System



## REMEDY – Request Follow-Up

### SELECT MODULE and COMPLETE ONLINE FORM

A screenshot of a 'Request Details' form. The form has a title 'Request Details' and a label 'Select the affected Module: \*'. Below the label is a dropdown menu with the text 'Search from available values'. Below the dropdown is a search bar with a magnifying glass icon and the text 'Search'. Below the search bar is a list of items, with 'MiSiS - Access' highlighted in blue.

**Complete required fields**

**Provide contact number and best time to call**





## oneAccess – System Login

**Replaced EZ Access for MiSiS Access requests**

The screenshot shows the oneAccess system login page. On the left, there is a "Welcome to oneAccess Application" message with the LAUSD logo. Below this are three cards: "Create/Activate SSO", "Get Applications Roles & Access", and "Add/Update Locations". On the right, there is a "Sign In" button and an "Admin Approver Portal" button. The "Sign In" button is highlighted with a blue border.

oneAccess  
A Simple Request Tool

Welcome to **oneAccess** Application

oneAccess  
A Simple Request Tool

Sign in to manage your SSO account and application roles

Sign In

Are you an administrator?

Admin Approver Portal

oneAccess  
A Simple Request Tool

Access oneAccess: <https://oneaccess.lausd.net>

Login: SSO credentials

## oneAccess –LAUSD Applications and Roles

Displays summary of current system roles and pending requests for various applications

The screenshot shows the MiSiS application page in oneAccess. At the top left is the MiSiS logo. Below it, the 'ASSIGNED ROLES' section is highlighted with a green circle containing the number '2'. It lists two roles: 'Office Manager' and 'Scheduling Administrator', both assigned to 'WONDERFUL SCHOOL (1999901)'. Below this, the 'PENDING REQUESTS' section is highlighted with an orange circle containing the number '0', indicating 'No Pending Requests'. In the bottom right corner of the main content area, there is a blue button labeled 'Manage / Edit Roles'. The oneAccess logo is visible in the bottom left corner of the overall interface.

## oneAccess – Manage/Edit Roles

View role status and request new role

The screenshot shows the 'Manage/Edit Roles' page in oneAccess. At the top right, there is a 'New Request' button. Below this, the 'ASSIGNED ROLES' section is displayed as a table. The table has two columns: 'ROLES' and 'STATUS'. The first row shows 'Office Manager' with a status of 'Active' and an expiration date of 'Expires: 9/26/2045'. The second row shows 'Scheduling Administrator' with a status of 'Active'. The oneAccess logo is visible in the bottom left corner of the overall interface.

ROLES	STATUS
Office Manager WONDERFUL SCHOOL (1999901) Expires: 9/26/2045	Active
Scheduling Administrator	Active

## oneAccess – Select Locations and Roles

### New key feature: Submit **ONE** multi-campus application

MiSiS

Role Request Builder

SELECT LOCATION

Selecting the campus location type will grant you access to all magnets and preferred location within a multi-program campus. Select the school location type if you would only like a individual location or magnet

ROLE

Select Location Type

Select Location Type

Campus

School

Select Role

IF YOU HAVE OTHER LOCATIONS AT YOUR SITE (EX: TWO MAGNET CENTERS AND A MAIN CAMPUS), SELECT "CAMPUS" TO ONLY SUBMIT ONE APPLICATION FOR ALL ASSOCIATED SCHOOLS.

oneAccess  
A Simple Request Tool

## oneAccess – Select Locations and Roles

### Easy ways to search for and refine results

SELECT LOCATION TYPE

Campus

SELECT ROLE

Office Manager

SELECT LOCATIONS

ENTER THE LOCATION CODE OR NAME TO REFINE SEARCH RESULTS

89

AMBLER AVE EL (1208901)

BRYSON AVE EL (1258901)

FLORENCE AVE EL (1389001)

VAN NUYS SH (1889301)

VENICE SH (1890701)

VERDGO HLS SH (1891401)

WASHINGTON PREP SH (1892801)

oneAccess  
A Simple Request Tool

# oneAccess – Select Locations and Roles

## CAMPUS vs SCHOOL

SELECT LOCATION TYPE      SELECT ROLE

School      Office Manager

SELECT LOCATIONS      THE LOCATION SEARCH RESULTS WILL DIFFER BASED ON LOCATION TYPE SELECTED

van nuys sh

- VAN NUYS SH (1889301)
- VAN NUYS SH M/S/T MG (1889303)
- VAN NUYS SH MED MG (1889302)
- VAN NUYS SH PA MG (1889304)



# oneAccess – User Guides

## Quick Guides to assist with the tool

oneAccess      Home      Profile

User Guides

Single Sign On Account (SSO) Help

- End User Help Guide
- Admin Approver Help Guide

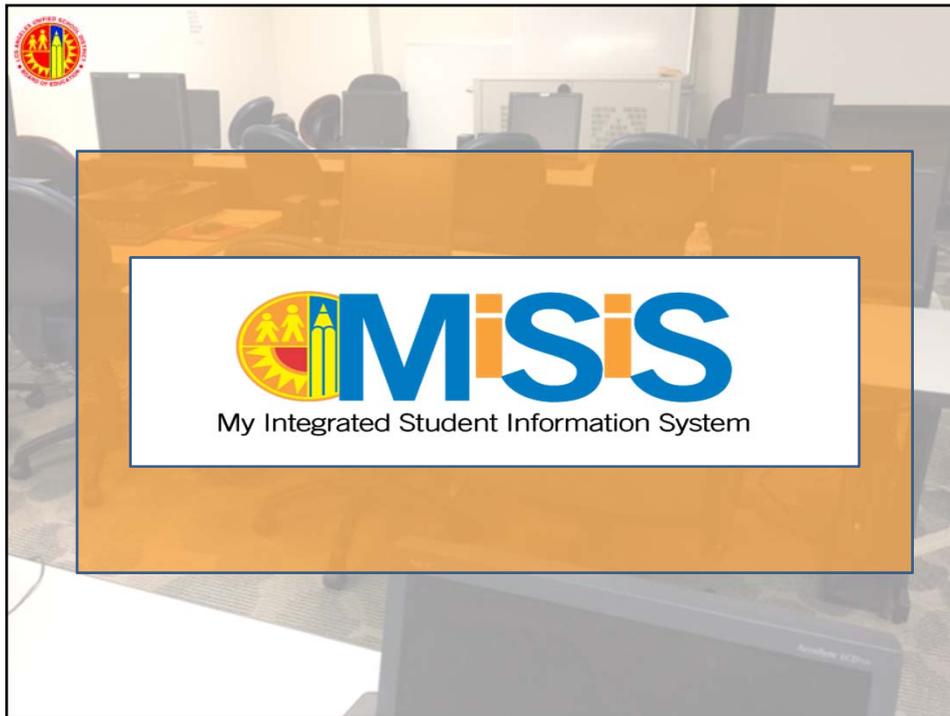
MiSiS Role Requests

- Job Aide
- End User Help Guide



oneAccess Help : <https://oneaccess.lausd.net/Help/Guides>

Login: SSO credentials



## MiSiS – System Login



LAUSD

Sign in with your organizational account

Enter your full LAUSD email address and password to Log In.  
e.g (msmith@lausd.net, mary.smith@lausd.net)

The MiSiS logo, featuring a circular icon with stylized figures and a sun, followed by the text 'MiSiS' and 'My Integrated Student Information System' below it.

Access MiSiS: <https://misis.lausd.net/start>

Login: SSO credentials

## MiSiS – Opening Day Procedures 18-19

**REF 6554.3 – Available Early August in eLibrary**

- **Review Attachment A: MiSiS Opening of School Year Checklist**
- **Attachment J: Student Enrollment Document Checklist**



LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

**TITLE:** 2018-2019 Opening Day Procedures: Supplemental Guide and Updates

**NUMBER:** REF-6554.3

**ISSUER:** Rowena Lagrosa, Interim Executive Director

Office of Human Services

**DATE:** July 31, 2018

**PURPOSE:** The purpose of this Reference Guide is to align attendance policies with My Integrated Student Information System (MiSiS) requirements and to provide critical updates to

**ROUTING**  
Superintendents  
Directors  
Administrators of Operations  
Principals  
PSA Coordinators  
PSA Counselors  
School Administrators Assistants

**DRAFT**



## MiSiS – Support and Resources

### JOB AIDS and USER GUIDES

**My Integrated Student Information System**

- ▶ MISIS Home
- ▶ Log In to MISIS
- ▶ Apply for Access
- About MISIS
- Updates
- Training
- ▶ Discussion Forum (login required)
- Support
- ▶ ITD Home

### Resources and Job Aids

[Job Aids Main Menu](#)

Schools may notice that the MiSiS job aids will now require using Single Sign-On (SSO) to view.

[Download instructions on accessing job aids](#)

<ul style="list-style-type: none"> <li>○ Academic Intervention</li> <li>○ Athletic Eligibility</li> <li>○ Attendance</li> <li>○ Blackboard Connect</li> <li>○ Census (Demographics)</li> <li>○ Elementary Scheduling</li> <li>○ English Learner</li> <li>○ Enrollment</li> <li>○ Forms</li> <li>○ Gifted and Talented Education (GATE)</li> </ul>	<ul style="list-style-type: none"> <li>○ Gradebook</li> <li>○ Grades</li> <li>○ Graduation Standards</li> <li>○ Health</li> <li>○ Independent Study</li> <li>○ Manage Groups</li> <li>○ Master Scheduling</li> <li>○ Math Placement</li> <li>○ MiSiS Ad Hoc Reporting and Dashboards</li> </ul>	<ul style="list-style-type: none"> <li>○ Reports</li> <li>○ Services</li> <li>○ State Reporting</li> <li>○ Student Photos</li> <li>○ Student Support (Counseling &amp; Discipline)</li> <li>○ Student Testing</li> <li>○ Summer School</li> <li>○ Teachers</li> <li>○ Transcripts</li> </ul>
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Website: <https://achieve.lausd.net/Page/8061>

Helpdesk: (213) 241-5200 – Option 5, then 2

## MiSiS – Support and Resources

### MiSiS CLIPS AND WEBINAR CONTENT

**My Integrated Student Information System**

- ▶ MISIS Home
- ▶ Log In to MISIS
- ▶ Apply for Access
- About MISIS
- Updates
- **Training**
  - ▶ Training
  - ▶ Job Aids
  - ▶ **Webinars**
- ▶ Discussion Forum (login required)
- Support
- ▶ ITD Home



**New Principals**



MISIS Overview for New Principals



**MiSiS Overview**



Website: <https://achieve.lausd.net/Page/7429>

Helpdesk: (213) 241-5200 – Option 5, then 2

## MiSiS – Feedback

### USER VOICE – Post Ideas and Suggestions

Do You Have Feedback on the MiSiS Application?



In the MiSiS User Role screen ([https://misis.uservoice.com](#)), click the Feedback link to open the UserVoice window.

Click the posted idea links to see the details screen, where you can add comments and votes.

New UserVoice tool lets users submit and track MiSiS feedback ideas.

- Provides a quick input box to submit feedback ideas – as you type, the input box displays related idea postings for review.
- Well-liked ideas can be voted for by users to see the most popular ideas at-a-glance.
- Collects trackable data to inform decision-making and increase transparency.
- Supports development of a better MiSiS.



**Feedback**

To post a new idea in the UserVoice window:

1. Enter your idea.
2. Select a Category.
3. Briefly describe your idea.
4. You will need to sign in to post an idea. Select "MiSiS-USERVOICE" from the dropdown menu.
5. Click Post idea.

Accommodate as many of the summer school as possible. 11 votes

Vote 1 1 responses 0 comments

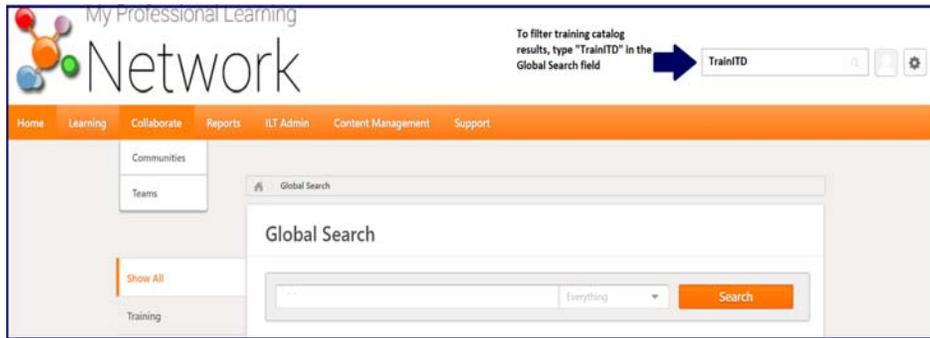


Website: <https://misis.uservoice.com>

Click FEEDBACK button in MiSiS footer to access

## ITD – Training

### MyPLN – Filter for MiSiS and FOCUS Classes

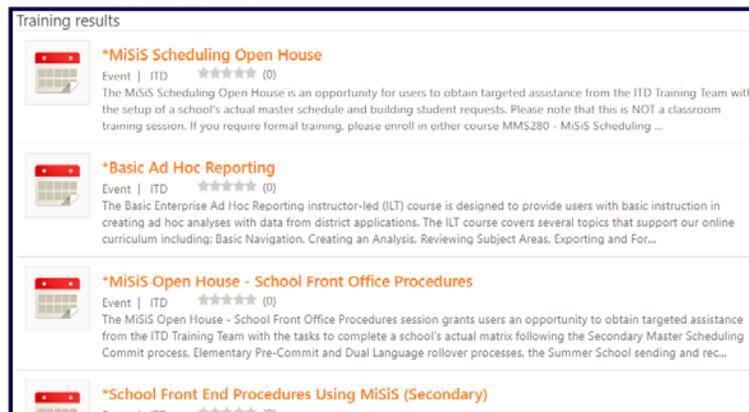


Website: <https://achieve.lausd.net/mypln>

Keyword Search: TrainITD

## MiSiS – Training

### MyPLN – Global Search



Website: <https://achieve.lausd.net/mypln>

Keyword Search: TrainITD



## ITD – Helpdesk

The screenshot shows the ITD Helpdesk website. At the top left is the ITD logo. To its right are navigation links: About Us, Our Services, ITD Resources, and ITD News. On the far right, there are four icons for support options: Online, Chat, Call, and Reset. Below the navigation is a section titled 'ITD Quick Links'. The main content area features a sidebar on the left with a menu: HOME, LOGIN AND PASSWORD, EMAIL HELP, NEW ONLINE SERVICE REQUEST SYSTEM, and WEBSITE SERVICES. The main content area has a heading 'ITD FORMS AND DOCUMENTS' and a sub-heading 'ITD FORMS AND DOCUMENTS'. Below this is a graphic of a person at a computer with a 'HELP' sign. Text reads: 'Can't locate ITD Forms & Documents? Click [HERE](#) or contact the IT Helpdesk at 213.241.5200 – Option 3.' Below that is a red warning: 'Microsoft Office for Mac 2011 Not Supported on macOS High Sierra'. The text continues: 'Microsoft announced that the company is no longer to support Office 2011 on macOS High Sierra and users should switch to Office 2016'.



Website: <https://achieve.lausd.net/helpdesk>

Helpdesk: (213) 241-5200 – Select option from menu

## ITD – Contact Me/My Team

### TODAY'S PRESENTERS

**NORMA ALVARADO**

**IT TRAINER**

**NORMA.ALVARADO@LAUSD.NET**

**MARLENE KIKUCHI**

**IT TRAINER**

**MARLENE.KIKUCHI@LAUSD.NET**

### Contact Me



Email: [tosha.davis@lausd.net](mailto:tosha.davis@lausd.net) or [appsupport@lausd.net](mailto:appsupport@lausd.net)

Telephone: (213) 241-1851 – desk

