

IMPORTANT: Please read first.

If you are a continuing Student Teacher or currently have a LAUSD email account(classroom), you are not required to file a new application for an email account. You will need to request a Schoology role for a new training school site. Please see Schoology starting at page 7.

**If you are a current (non-classroom) or a former employee you must file for a new SSO account. (See bottom of page 1)

Go to oneaccess.lausd.net and click 'Request For New SSO' button. Use the following information. in the application.

Select User Type **Community Member**

Position Type **Student Teacher**

Work Group Type – **Be sure to check with your Master/Guiding Teacher for the exact title of the Work Group Type—choose the work type of school in which you will be working: High School, or Span School, or Middle School, or Elementary School or magnet (elem) or magnet (senior), etc.**

Location – choose the name of the school to which you are assigned.

First Name	MI	Last Name
<input type="text" value="First Name"/>	<input type="text" value="MI (Op"/>	<input type="text" value="Last Name"/>

Date of Birth (MM/dd/yyyy)	
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If the area says optional – do not complete.

Select User Type	
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Company or School or Community (Optional)	
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Contract Number (Optional)		Contract End Date (Optional)	
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DO NOT COMPLETE 'CONTRACTOR'!

Position



Cell Phone (10 Digits) (Optional)	Last 4 Digits of SSN
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Work Phone (10 Digits) (Optional)	Work Phone Extension (Optional)
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E-Mail Address

Confirm E-Mail Address

Please use your university email address

Select Work Group Type	
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Select a Location.	Be sure you know the 'exact' name of your assigned school site.
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(if the school has a first and last name like Cesar Chavez look under the last name, i.e., Chavez)

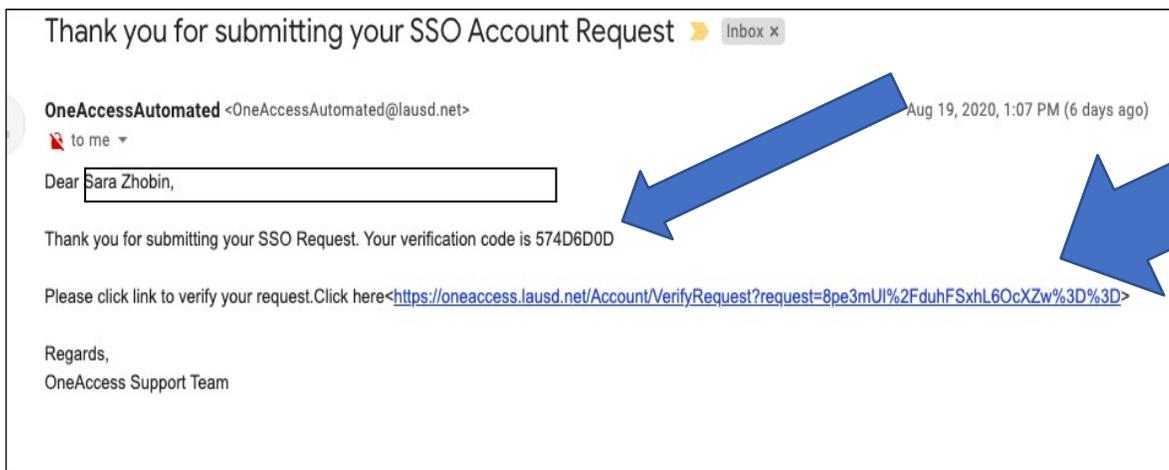
**According to information received, you must file a new email account because of being a non-classroom staff member. 1.) Try filing a new application. 2.) If you get an error notice, then proceed to step 3. 3.) Contact the ITD Help Desk [Call 213-241-5200 Phone lines are open 7:30 am to 4:45 pm Monday through Friday] to have your current account canceled. Be sure to ask how long, after they cancel it, you will have to wait before you can file a new application.

I'm not a robot  reCAPTCHA
Privacy - Terms

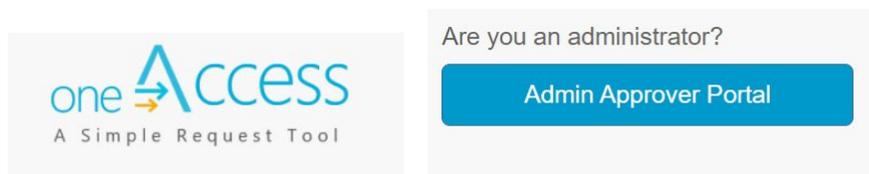
I Agree to the [Terms and Conditions](#). Please read them carefully before submitting.

[Continue](#) [Cancel](#)

Applicant clicks continue and a verification code will be emailed to the email address provided. After the form is submitted, applicant needs to check his/her email and [click the link in the email](#). Enter the verification code from the email on the validation page. This step verifies user's request for an LAUSD account and the request is presented to approver to approve or deny.



(You or your Master Teacher/Cooperating Teacher will need to reach out to the Administrator/Principal to alert him/her to expect an approval request in the form of an email or they may need to log into oneaccess.lausd.net Admin portal. They will see a list of all requesters.)



After account request is approved, user will receive a confirmation of a successful verification and submission for new SSO request. Note this process can take several days depending on when the approver approves the request. If request did not get approved within 7 days, it will expire, and user will need to submit a new request.

oneAccess: New SSO Account – Verify Request

Once a request for a new SSO Account is completed, users will receive an automated email with a verification code, which will be entered in the screen below.

The image shows two sequential screenshots of the oneAccess verification page. The top screenshot displays the page with the title "Verify your email address to create your new SSO ID" and a message: "An email with a verification code has been sent to ben.lovejoy@att.net enter the code here". Below the message is an empty text input field, and below that are "Verify" and "Cancel" buttons. The bottom screenshot shows the same page, but the text input field now contains the code "160EF2BA". A green arrow points from the empty field in the top screenshot to the filled field in the bottom screenshot.

oneAccess: New SSO Account - Acknowledgment

Once the new SSO Account request is verified, the user will receive the following message to confirm receipt of the request.

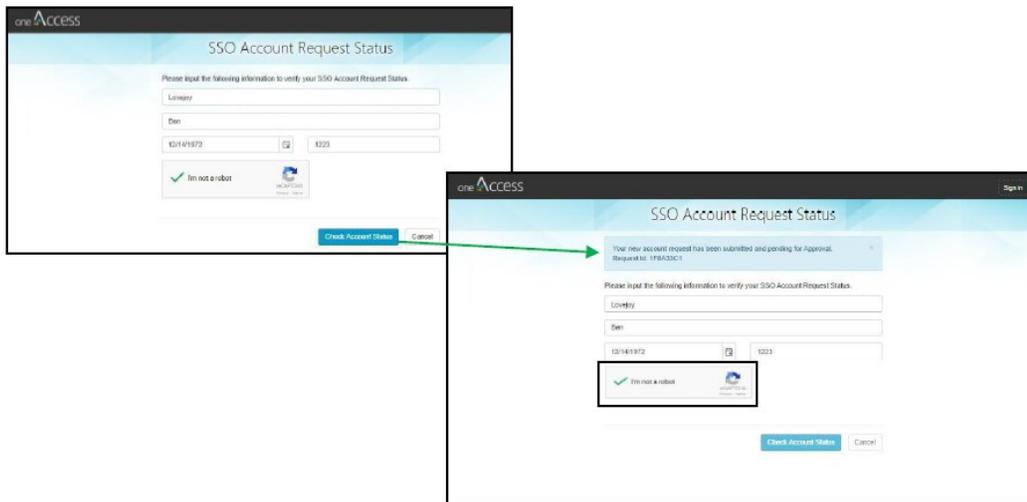
The image shows a screenshot of the oneAccess Acknowledgment page. At the top left is the oneAccess logo. The main heading is "Acknowledgment". Below this is a green notification bar with the text: "Your new account request has been submitted and pending for Approval." Underneath the notification bar is a table titled "SSO Request Details".

Request Date	Request Id
1/9/2018	9AA0BD7A
SSO Expire Date	
6/30/2018	
Location	
PALISADES CHS (1879801)	

At the bottom of the page, there is a footer with the following text: "Download [End User Help Guide](#). Download [Admin Approver Help Guide](#). Visit the ITD Customer Self-Service Website for Assistance <http://helpdesk.lausd.net> (or), Call the ITD Help Desk at (213) 241-5200".

oneAccess: Check your SSO Request Status

Users can also check the status of any account request by clicking on the **Check your Account Status** button from the oneAccess landing page. Users will need to enter their last name, first name, date of birth, and last 4 digits of their SSN before checking the box and clicking on the **Check Account Status** button.



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

Once a request for a new SSO Account is completed, users will receive an automated email with a verification code, which will be entered in the screen below.

Your Account Request [REDACTED] has been approved

OneAccessAdmin@lausd.net

Tue, Aug 18, 6:20 P

to me

Your SSO request #9C69879D has been approved.

For Location:

Request submitted on:

2020-08-19 00:25 (GMT)

Your LAUSD ID:

611607563

Please wait at least 4 hours for processing to complete. Then, visit <https://mylogin.lausd.net/> to activate your account password.



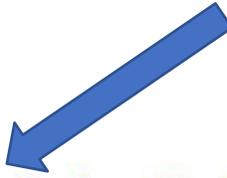
Use 'Your LAUSD ID' below

(You or your Master Teacher/Cooperating Teacher may need to reach out to the Administrator to alert him/her to expect an approval request in the form of an email.)

mylogin.lausd.net Select Role **Community Member**

Welcome to LAUSD
Select Your Role

- [Student](#)
- [Adult Student](#)
- [Employee](#)
- [Contractor, Community Members, Charter School Employees](#)
- [Separated Employee](#)
- [Account Administrator Login](#)



LAUSD Account Activation and Password Reset

Click on the link below to activate your account or reset your password.



- [Activate your account or reset your password](#)
- [Change your current password, or review and update information about yourself](#)

**If you are unable to reset your password call the ITD Helpdesk at 213-241-5200.*

Use LAUSD ID from page 5 above

[Home](#)

LAUSD SSO Nonemployee Login.

District Id	<input type="text"/>	
Birth Date	<input type="text"/>	(ex. mm/dd/yyyy)
Last 4 SSN	<input type="text"/>	
	<input type="button" value="Next"/>	<input type="button" value="Cancel"/>

Your LAUSD Account (username/LAUSD email address) is located on this page). Your LAUSD SSO user account starts with a "cp-"

[denise.busby@lausd.net](#) [Home](#) [Logout](#)

LAUSD Account Activation and Password Reset

Provide the required fields below.

Password strength must be good or strong and you **CANNOT** reuse the previous 5 passwords and must meet the password requirements indicated.

- ✗ Must have 10 - 24 characters.
- ✗ Must have at least 1 special character, excluding ' ` " < > and space
- ✗ Must have at least 1 numeric character
- ✗ Must have at least 1 uppercase letter
- ✗ Must not have commonly used passwords
- ✗ Must not have username or email address

Resetting password for:

Name : DENISE BUSBY

LAUSD Account : denise.busby

Email : denise.busby@lausd.net



Click the maximize button to view the video in full screen

Enter a new password

Re-enter the password

Please go to the Student Teacher Support page on the National Board Certified website, <https://achieve.lausd.net/Page/17523>, to complete the 20 21 Spring Student Teacher Contact Form, step 4 under Getting Started.

Schoology

LOG IN

Sign in

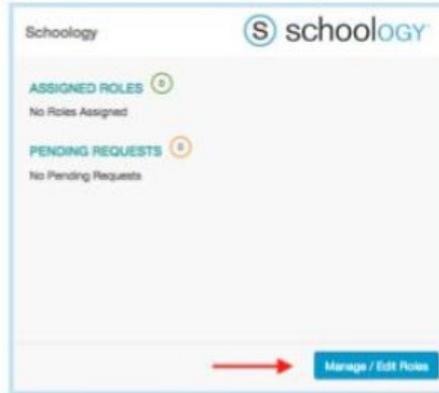
Enter your full LAUSD email address and password to Log In.



1. Access **OneAccess** at <https://oneaccess.lausd.net>, and click **Sign In** from the landing page.
2. Log in using your **single sign-on (SSO)** credentials. Include helpful hints such as due dates, procedures that must be done before or after this process, etc. **When you log into 'oneaccess' with your username be sure to include "@lausd.net."**

PROCEDURE

Step 1 Click on **Manage/Edit User Roles** button for Schoology.



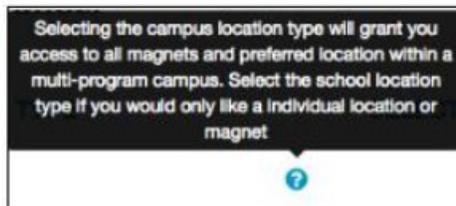
UPDATED: May 21, 2019

1

Step 2 Click on the **New Request** button.



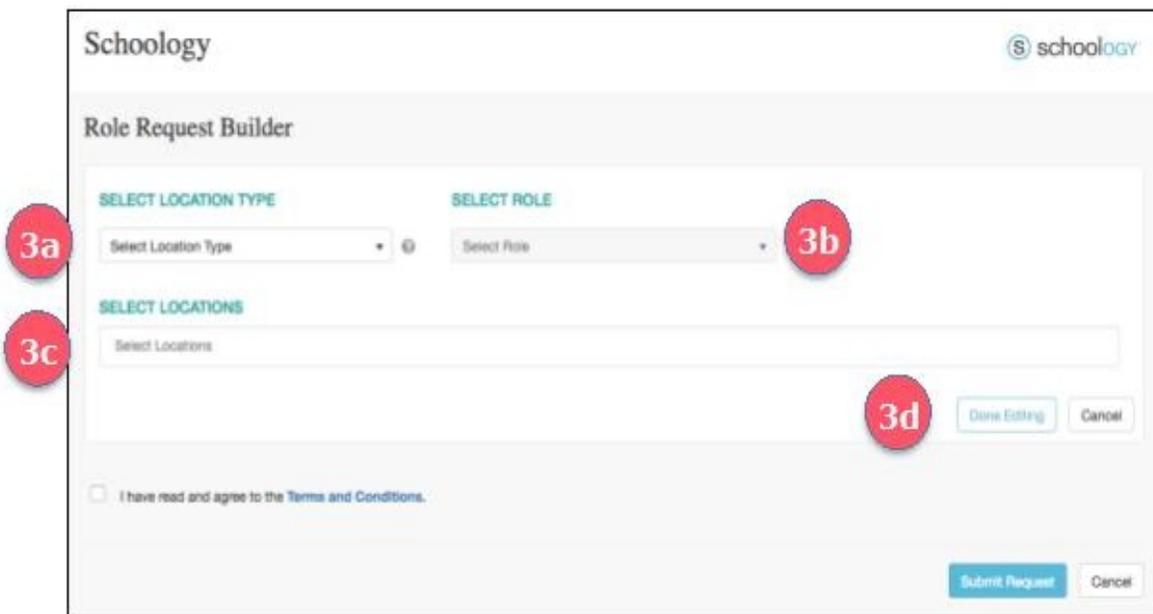
NOTE: Before beginning the process, click on the question mark icon to view the tool tip.



Location Type: School (campus if you are assigned to a magnet, span school, etc.)

Role: staff (classroom)

Locations: choose your school site (if the school has a first and last name like Cesar Chavez look under the last name, i.e., Chavez)



Step 5a Select the checkbox agreeing to the **Terms and Conditions**. Click the hyperlink to display the Acceptable Use Policy (**AUP**) in a new browser window.

Step 5b Click the **Submit Request** button to complete the role request.

School Site Administrator must approve request.

LOCATION TYPE	ROLES	LOCATIONS
Campus	School Support	DISTRICT SH (1899701)
School	Principal	DISTRICT SH MAG (1899701)

I have read and agree to the Terms and Conditions.

5a **5b**

(You or your Master Teacher/Cooperating Teacher will need to reach out to the Administrator/Principal to alert him/her to expect an approval request in the form of an email or they may need to log into oneaccess.lausd.net Admin portal. They will see a list of all requesters.)



Are you an administrator?



Schoology: Your Master/Guiding/Cooperating Teacher will need to send you an invitation (access code) to join his/her class.

Student Teacher Log-in to Schoology

1. The 'course access code' will need to be acquired from the owner (Master/Guide Teacher) of each course you which to join.
2. You will need to go to '**lms.lausd.net**' to log in by clicking on the '**employee**' button; sign in using your LAUSD email account using '**cp-first name.last name (or whatever is assigned)@lausd.net.**'
3. This will bring you to the LMS Dashboard page.
 - To join a course, click on '**courses**' in banner across the top of the home page.
 - click on '**my courses**' in upper right-hand corner of the courses page;
 - when the next page opens, click on 'Join Course' (upper right-hand corner);
 - and follow the instructions.
4. Once you have joined the course, click on 'courses' on the banner across the top and choose the course you wish to enter; explore the course.

Google Classroom: If it does not work, you may have to contact the school's tech person of the ITD Help Desk.

You and the Master Teacher can try the following. Your Teacher can make you a Co-Teacher if he/she chooses.

1. Master Teacher goes to Google Classroom Course, clicks on People and then the 'add teacher' icon and puts in the Student Teacher's email address.