



# LAUSD SSO Account Management Application (SSAM)

---

## Central Admin Group User Manual

# Table of Contents

<b>I.</b>	<b>Overview</b> .....	<b>3</b>
<b>II.</b>	<b>Login</b> .....	<b>4</b>
	Login.....	<b>Error! Bookmark not defined.</b>
	Attempt to Login with Wrong Credentials.....	<b>Error! Bookmark not defined.</b>
<b>III.</b>	<b>Admin Access &amp; Functionality</b> .....	<b>5</b>
	Search Records .....	5
	Enable or Disable User .....	8
	Unlock User Account.....	9
	Reset Password .....	9
<b>IV.</b>	<b>Download Student Records</b> .....	<b>12</b>
	Student Roster Report .....	12

## Overview

---

“Central Administrators” have access to student information for all of the schools in this district. They are able to login into the portal, search records, enable or disable users, unlock user accounts, reset passwords, and download student rosters for any school in the district. This user manual provides instructions on afore mentioned functionalities required by Central Administrators.

# Login

## Login

Steps to access the LAUSD SSO Account Administrator Login page:

1. Click/Go to <https://mylogin.lausd.net/admin>
2. Your screen should look like Example 1 – Login Page
3. Enter your user name and password
4. Click “Login” button to proceed

### Example 1 – Login Page

Skip navigation

 **Los Angeles Unified School District**  
All Youth Achieving

can't find something?

S F E C     

[Home](#)

LAUSD SSO Account Administrator Login.

Please enter your user name:

Example:  
user.test@lausd.net

Password:

Login

© Los Angeles Unified School District  
333 South Beaudry Ave., Los Angeles, California 90017  
Phone: (213) 241-1000

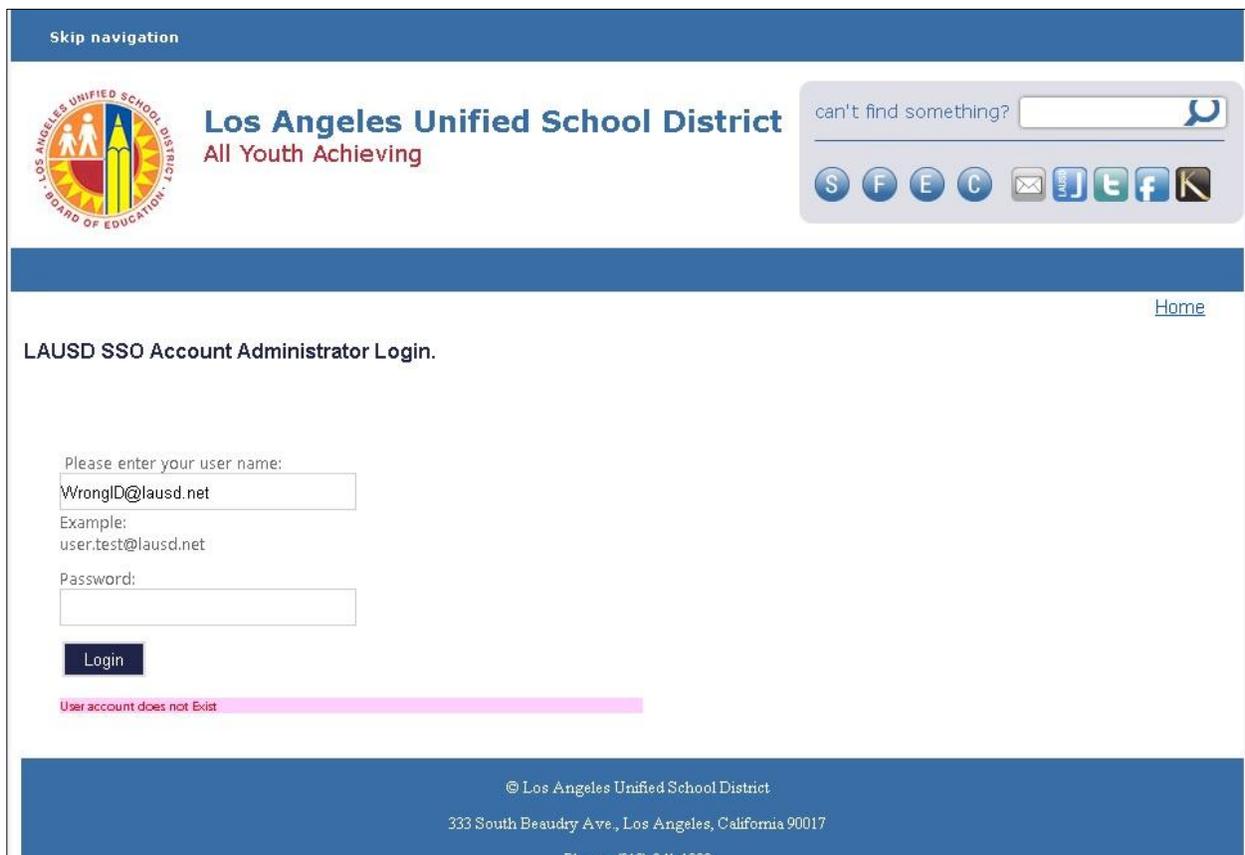
[Terms of Use](#) | [Privacy Policy](#)

## Attempt to Login with Wrong Credentials

Should a Central Administrator attempt to log into the portal, if their credentials are not correct, their screen will look like Example 2 – Incorrect Credentials.

Should this red message occur, the Central Administrator needs to review their user name and password any errors.

### Example 2 – Incorrect Credentials



# Admin Access & Functionality

## Search Records

Central Administrators have the ability to search for students and employees across the district. Refer to Example 3 – Account Management for a view of the search tool. Central Administrators can use the

following credentials to search:

- User Type: Students
- Attribute: District Id, Last Name, First Name, Cost Center Code, User Logon Name
- Value: Search within the Attribute. For example, if your attribute is “Last Name”, enter the “H” to search all students with a last name beginning with “H”.

To view all records (no search parameters applied), leave “User Type”, “Attribute”, and “Value” blank. Then click “Go”. 50 results will appear per page. To view the next page, click “Next”. To return to the previous page, click “Previous”.

Example 4 – Account Management Results displays how results would appear if a Central Administrator searched by “User Type – Student”.

**Example 3 – Account Management**

Skip navigation



**Los Angeles Unified School District**  
All Youth Achieving

can't find something?

S F E C     

---

Account Management admin1.test@devlausd.net [Home](#) [Help](#) [Signout](#)

	User Type	Attribute	Value	
Search	<input type="text" value="Student"/>	<input type="text" value="District ID"/>	<input type="text"/>	<input type="button" value="GO"/>
				<a href="#">Download CSV</a> 

© Los Angeles Unified School District  
333 South Beaudry Ave., Los Angeles, California 90017  
Phone: (213) 241-1000

[Terms of Use](#) | [Privacy Policy](#)

**Example 4 – Account Management Results**

Skip navigation



**Los Angeles Unified School District**  
All Youth Achieving

can't find something?

S F E C     

admin1.test@devlausd.net [Home](#) [Help](#) [Signout](#)

**Account Management**

Search

[Download CSV](#) 

User Type	District Id	Last Name	First Name	Account Name	Email Address	Date of Birth	Student Pin	Enrollment Status	Cost Center Code	Grade Level	Account Status	Lock Status	Password
Student	113088F286	DEVTEST	ARIANA	adevtest0001	adevtest0001@mymail.devlausd.net	11/30/1988	3161	Y	1801101	10	 Enabled	 Unlocked	<a href="#">Reset</a>
Student	113088F329	DEVTEST	ALEXIS	adevtest0002	adevtest0002@mymail.devlausd.net	11/30/1988	5728	Y	1774901	12	 Enabled	 Locked	<a href="#">Reset</a>
Student	113088F274	DEVTEST	AARON	adevtest0003	adevtest0003@mymail.devlausd.net	11/30/1988	3852	Y	1194901	9	 Enabled	 Unlocked	<a href="#">Reset</a>
Student	113088F276	DEVTEST	ADONIS	adevtest0004	adevtest0004@mymail.devlausd.net	11/30/1988	9309	Y	1237201	10	 Enabled	 Unlocked	<a href="#">Reset</a>

**Enable or Disable User**

In the search results, the “Account Status” column displays whether a user’s account is “Enabled” or “Disabled”. “Enabled” means the student has access to the portal, and can login. “Disabled” means the student cannot access the portal, and cannot login.

To change the “Account Status”, simply click on the icon to and account will be updated from “Enabled” to “Disabled” or from “Disabled” to “Enabled”.

Below are the image symbol that let you know current status.



**Disabled Account**



**Enabled Account**

## Unlock User Account

A student's account can become locked for a variety of reasons, including attempting to incorrectly login their account too many times. The Administrator can unlock the account simply by clicking the lock/unlock icon. Below is the image symbol that let you know the current status of user account.



## Unlock Account

### Reset Password

To reset a user's password, click on the "Reset Link" button provided in each record. It will appear with a pop-up asking for confirmation for changing the password. See Example 5 – Reset Password Pop-Up.

To confirm, click "Reset". Next, another pop-up will display the new password. See Example 6 – New Password Pop-Up. Click "ok" to exit the new password pop-up. The Administrator resetting this password should cut and paste the new password, or read it to the student.

Students will be able to login with their new password, and change the password to their preference on their own.

**Example 5 – Reset Password Pop-Up**

The screenshot shows the LAUSD SSO Account Management interface. A white pop-up dialog box is centered on the screen, containing the text "Confirm password reset for adevtest0001" and two buttons: "Reset" and "Cancel".

The background interface includes the LAUSD logo, the text "Los Angeles Unified School District All Youth Achieving", a search bar with the text "can't find something?", and a navigation bar with "Home", "Help", and "Signout" links. The user's email address "cadmin1.test@devlausd.net" is visible in the top right.

Below the navigation bar is a search section with "User Type" (set to "Student") and "Attribute" (set to "District ID") dropdown menus, a "Value" input field, and a "GO" button. A "Download CSV" link is also present.

User Type	District Id	Last Name	First Name	Account Name	Email Address	Date of Birth	Student Pin	Enrollment Status	Cost Center Code	Grade Level	Account Status	Lock Status	Password
Student	113088F286	DEVTEST	ARIANA	adevtest0001	adevtest0001@mymail.devlausd.net	11/30/1988	3161	Y	1801101	10	Enabled	Unlocked	<a href="#">Reset</a>
Student	113088F329	DEVTEST	ALEXIS	adevtest0002	adevtest0002@mymail.devlausd.net	11/30/1988	5728	Y	1774901	12	Enabled	Unlocked	<a href="#">Reset</a>
Student	113088F274	DEVTEST	AARON	adevtest0003	adevtest0003@mymail.devlausd.net	11/30/1988	3852	Y	1194901	9	Enabled	Unlocked	<a href="#">Reset</a>
Student	113088F276	DEVTEST	ADONIS	adevtest0004	adevtest0004@mymail.devlausd.net	11/30/1988	9309	Y	1237201	10	Enabled	Unlocked	<a href="#">Reset</a>

**Example 6 – New Password Pop-Up**

LAUSD SSO Account Management Central Admin Group User Manual

Skip navigation



**Los Angeles Unified School District**  
All Youth Achieving

can't find something?

S F E C     

New password is : c3365317  
**OK**

admin1.test@devlausd.net [Home](#) [Help](#) [Signout](#)

**Account Management**

User Type: Student | District ID:  | Value:

[Download CSV](#) 

User Type	District Id	Last Name	First Name	Account Name	Email Address	Date of Birth	Student Pin	Enrollment Status	Cost Center Code	Grade Level	Account Status	Lock Status	Password
Student	113088F286	DEVTEST	ARIANA	adevtest0001	adevtest0001@mymail.devlausd.net	11/30/1988	3161	Y	1801101	10			<a href="#">Reset</a>
Student	113088F329	DEVTEST	ALEXIS	adevtest0002	adevtest0002@mymail.devlausd.net	11/30/1988	5728	Y	1774901	12			<a href="#">Reset</a>
Student	113088F274	DEVTEST	AARON	adevtest0003	adevtest0003@mymail.devlausd.net	11/30/1988	3852	Y	1194901	9			<a href="#">Reset</a>
Student	113088F276	DEVTEST	ADONIS	adevtest0004	adevtest0004@mymail.devlausd.net	11/30/1988	9309	Y	1237201	10			<a href="#">Reset</a>

## Download Student Roster Report

---

### **Student Roster Report**

Central Administrators have access to download the Student Roster Report for all schools in the district. For downloading the student roster report, just click the “Download CSV” button (see red box on Example 7 – Account Management Results).

You will see pop-up requesting you enter the “Cost Center Code”, see Example 8 – Cost Center Code Pop-Up. Enter the “Cost Center Code” of the school’s records you want to view, and click “Download”.

You will be prompted to either open the report, save report or can cancel the download (see Example 9 – Download the Student Roster Report). The report will be download into Windows® by default zip, so it can be unzipped on any machine easily.

**Example 7 – Account Management Results**

Skip navigation



**Los Angeles Unified School District**  
All Youth Achieving

can't find something?

S F E C     



admin1.test@devlausd.net [Home](#) [Help](#) [Signout](#)

**Account Management**

Search

[Download CSV](#) 

User Type	District Id	Last Name	First Name	Account Name	Email Address	Date of Birth	Student Pin	Enrollment Status	Cost Center Code	Grade Level	Account Status	Lock Status	Password
Student	113088F286	DEVTEST	ARIANA	adevtest0001	adevtest0001@mymail.devlausd.net	11/30/1988	3161	Y	1801101	10	 Enabled	 Unlocked	<a href="#">Reset</a>
Student	113088F329	DEVTEST	ALEXIS	adevtest0002	adevtest0002@mymail.devlausd.net	11/30/1988	5728	Y	1774901	12	 Enabled	 Locked	<a href="#">Reset</a>
Student	113088F274	DEVTEST	AARON	adevtest0003	adevtest0003@mymail.devlausd.net	11/30/1988	3852	Y	1194901	9	 Enabled	 Unlocked	<a href="#">Reset</a>
Student	113088F276	DEVTEST	ADONIS	adevtest0004	adevtest0004@mymail.devlausd.net	11/30/1988	9309	Y	1237201	10	 Enabled	 Unlocked	<a href="#">Reset</a>

**Example 8 – Cost Center Code Pop-Ups**

The screenshot shows a web application interface for Los Angeles Unified School District. At the top, there is a navigation bar with the district logo and name. Below this, a search bar is visible. A modal dialog box is open in the center, titled 'Cost Center Code', with an input field and 'Download' and 'Cancel' buttons. In the background, the 'Account Management' section is visible, featuring a search filter for 'Student' and 'District ID'. Below the search filters is a table with the following data:

User Type	District Id	Last Name	First Name	Account Name	Email Address	Date of Birth	Student Pin	Enrollment Status	Cost Center Code	Grade Level	Account Status	Lock Status	Password
Student	113088F286	DEVTEST	ARIANA	adevtest0001	adevtest0001@mymail.devlausd.net	11/30/1988	3161	Y	1801101	10	Enabled	Unlocked	Reset
Student	113088F329	DEVTEST	ALEXIS	adevtest0002	adevtest0002@mymail.devlausd.net	11/30/1988	5728	Y	1774901	12	Enabled	Locked	Reset
Student	113088F274	DEVTEST	AARON	adevtest0003	adevtest0003@mymail.devlausd.net	11/30/1988	3852	Y	1194901	9	Enabled	Unlocked	Reset
Student	113088F276	DEVTEST	ADONIS	adevtest0004	adevtest0004@mymail.devlausd.net	11/30/1988	9309	Y	1237201	10	Enabled	Unlocked	Reset

**Example 9 – Download Student Roster Report**

The screenshot shows the same web application interface as Example 8. In this view, the 'Download CSV' button is highlighted. Below the table, a download bar is visible with a file named 'Student\_Roster\_Repor....Zip'. The table data is identical to the one in Example 8.