



Human Resources Division
Teacher Assistant Unit

**Instructions for Uploading
Enrollment and Transcript Documents**

As a condition of employment, you must be continuously enrolled and successfully complete 12 semester units (quarter unit equivalent) within each school year.

Fall Term Deadlines

Proof of Enrollment – October 31
Transcripts - January 31

Spring Term Deadlines

Proof of Enrollment – February 28
Transcripts – June 30

PROOF OF ENROLLMENT UPLOAD

To log into the portal visit:

<https://officeapps.lausd.net/TeacherPortal/Login>

Note: Must be connected to a computer on LAUSD WIFI

Log in by us your Single Sign On credentials.

Teacher Login

Username

Password

Forgot your password?

Log in

• Enter your Single Sign-On(email) username and password to log in.
eg. (mary.smith@lausd.net, mssmith@yourcharter.com)

1. Once you are logged in, select “Add New Course”.

LAUSD

UNIFIED

Teacher's Portal

Teacher Assistant Portal

Welcome to the 2024-2025 school year

Resources

• Collective bargaining Agreement, Unit F (Article VIII)

Submission Deadline Dates

Forms

For Issues or Questions regarding this site click here

2024-2025 Enrollment

- Add new course

- LAUSD** Teacher's Portal
UNIFIED

Submit

- | | |
|-------------------------------|------|
| Total Course Units | 0.00 |
| (Semester equivalent) Earned: | |



TRANSCRIPT UPLOAD

4. When submitting your transcripts for the enrollment information previously provided, select the folded paper icon.



2024-2025 Enrollment

[- Add new course](#)
[- View all uploaded files](#)

— Fall	CSU - CALIFORNIA STATE UNIVERSITY-FULLERTON	Business Course #: 101	3.00 Semester	Transcript pending	
	CSU - CALIFORNIA STATE UNIVERSITY-FULLERTON	Business Law Course #: 1	3.00 Semester	Transcript pending	

Summary

Total Course Units (Semester equivalent) Attempted: 6.00

Total Course Units (Semester equivalent) Earned: 0.00

5. Submit your unofficial transcript in the "Upload transcript" section. **Document must display earned units, college name, your name, and student number**

CSU - CALIFORNIA STATE UNIVERSITY-FULLERTON

Business

File	Uploaded	Action
Proof of Enrollment	10/10/2024 10:22:01 AM	<button>View</button> <button>Remove</button>

[Upload proof of enrollment](#)

[Upload transcript](#)

Close

6. Select "Choose File" and upload your unofficial transcript. Ensure you update your course status and certify the information you upload is true and accurate. **Repeat this step for each course.**

Transcript upload
[Return to home page](#)

Step 1
Select your term information

School year
2024-2025

Term
Fall 2024

Step 2
Update course status

CSU - CALIFORNIA STATE UNIVERSITY-FULLERTON

Business
course #: 101

☒ Passed with a 'D' or higher
☐ Dropped or did not pass

Business Law
course #: 1

☒ Passed with a 'D' or higher
☐ Dropped or did not pass

Select transcript (PDF only)
[Choose File](#) TE8EZOLL.pdf

☒ I certify under penalty of perjury under the laws of the State of California that the information entered is true and accurate. I authorize the use of this information to evaluate my qualifications of employment according to the Unit F Collective Bargaining Agreement. I understand that a supplemental review will be conducted to validate my responses and the information uploaded. Furthermore, I am aware that falsification and/ or alteration of the information and/ or documents submitted may result in disciplinary action, up to and including dismissal from District service.

[Submit](#)

7. Once completed a green checkmark icon should appear along with your units earned. You can also double check through the Summary (Total Course Earned).

2024-2025 Enrollment
[Add new course](#)
[View all uploaded files](#)

Fall

CSU - CALIFORNIA STATE UNIVERSITY-FULLERTON	Business Course #: 101	3.00 Semester	✓ 3.00 units earned	Download
CSU - CALIFORNIA STATE UNIVERSITY-FULLERTON	Business Law Course #: 1	3.00 Semester	✓ 3.00 units earned	Download

Summary

Total Course Units (Semester equivalent) Attempted:	6.00
Total Course Units (Semester equivalent) Earned:	6.00

For technical support issues, please use the Online Service Request System or call 213-241-5200