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	**Spring Term Deadlines**
Proof of Enrollment – October 31	Proof of Enrollment – February 28
Transcripts - January 31	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.

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

2. Record your enrollment information in Step 1.
    a. Click on "Add More" to record additional courses.
    b. Click on "Choose File" to attach the enrollment documents. **The documents must include the college name, your name, and student number. (Ex. Class Schedule, Unofficial Transcript)**
    c. Click Submit.

3. After submitting enrollment information, you will see a list of the course(s).

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	View Remove

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.**

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).

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