LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Teacher Assistant Unit

Welcome New Teacher Assistant

As a condition of employment, per Education Code 44926, you must be continuously enrolled and successfully complete 12 semester units (quarter unit equivalent) within each school year (Unit F Contract, Article VIII).

We have developed an application where you must list your courses and upload supporting documents.

When your Single Sign On (SSO) is issued, you must visit http://go.teachinla.com/TAPortal list the classes that you are currently enrolled in and upload supporting documents (class schedule)

1.

Teacher Assistant Portal

Resources
- Collective bargaining Agreement, Unit F (Article VIII)
- Submission Deadline Dates
- Forms
- For Issues or Questions regarding this site click here

2023-2024 Enrollment
- Add new course

This is the page where you will list your courses. You will also see units attempted, and units earned. It also contains helpful links.

At the beginning of every term, you must list the classes that you will be taking and upload any supporting documents. **The document must include the college name, your name and student number.**

2. At the end of the term you will be asked to verify that you have passed the course(s) with a grade of "D" or better. You will also be required to upload transcripts supporting your statement. **Transcripts must include the college name, your name and student number.**

ELAC - EAST LOS ANGELES COLLEGE
English

File	Uploaded	Action
Proof of Enrollment	6/3/2023 11:11:36 AM	View Remove

Upload proof of enrollment

Upload transcript

Close

Submission Deadlines

Semester	Proof of Enrollment	Transcripts
Fall	Oct 31	Jan 31
Spring	Feb 28	Jun 30

Close

Transcript upload
Return to home page

Step 1
Select your term information

School year
2023 - 2024

Term
Spring 2024

Step 2
Update course status

ELAC - EAST LOS ANGELES COLLEGE
English
course #: 1234

○ Passed with a 'D' or higher
○ Dropped or did not pass

Select transcript (PDF only)
Choose File   No file chosen

○ 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.

Managing your **LAUSD Employee** Account

<u>Activate your LAUSD Employee Account</u>

1. Please open the Single Sign-On landing page: http://MyLogin.lausd.net or http://sso.lausd.net

2. Select your role "Employee".

3. Select "Activate your LAUSD account".

4. Scroll down and read the terms and conditions, also known as the Responsible Use Policy (RUP), then check the box and click "Accept".

   ☑ I agree to the terms and condition of LAUSD

   Accept

5. Fill out all required fields to continue.
   Employee Id. All employees must have 8-digit employee ids. If you only count 6 or 7 digits, please add zeros to the left,
   for example, 345678 is 00345678, and 1012345 should be 01012345.
   * Birth Date. The acceptable format is 00/00/1900.
   * Last 4 SSN. These are the last four digits of your Social Security Number.

6. Click Next.

7. Select a desired **Security Image** that is meaningful to you. This image will be required to reset a forgotten password in the future.

8. Click Next.

9. Review password rules & requirements.

10. Enter a new password. The password must meet the new password requirements and will be measured by the password strength meter.

11. Re-enter your new password. To submit a desired password successfully, the password strength meter must measure your password as "fair" or better. A "weak" password will not enable the "submit" button.

For problems with this procedure, please contact the IT Help Desk at 213-241-5200 option 1.