



LOS ANGELES UNIFIED SCHOOL DISTRICT

ADMINISTRATOR CERTIFICATION ONLINE SYSTEM

Granting a Designee Access in the Principal's Portal

1. Log on using your single sign-on and click "Tools" in the top right hand corner.



2. Click "User Manager" option
3. To edit or remove access for each user, use the options available in the last column

User Name	First Name	Last Name	User Type	Cost Center / LD	Location Name	User Status	Module (System)	Options
aaabbccc	JOHN	JAMES		1515301	ORCHARD ACADEMIES 2B	A	INSACCOUNT	
aaabbccc	JOHN	JAMES	School	1515301	ORCHARD ACADEMIES 2B	A	ADMINCERT	
aaabbccc	JOHN	JAMES	School	1515301	ORCHARD ACADEMIES 2B	A	INSACCOUNT	
aaabbccc	JOHN	JAMES	School	1515301	ORCHARD ACADEMIES 2B	A	PCSSC	
aaabbccc	JOHN	JAMES	School	1853101	ISAACS AVALON HS	A	GATE	
aaabbccc	JOHN	JAMES	School	1471201	KENTWOOD EL	A	GATE	
aaabbccc	JOHN	JAMES	School	1839001	WALNUT PARK MS SJ/SL	A	GATE	
aaabbccc	JOHN	JAMES	School	1478601	LA SALLE AVE EL	A	GATE	
aaabbccc	JOHN	JAMES	Office	1002501	SUPERINTENDENT	A	ALL	
aaabbccc	JOHN	JAMES	LD	S		I	ALL	

4. To add access, click "Add Users" at the bottom of the screen.
5. Click "Find" to search for an employee. Use the dropdown to assign access to the chosen system(s). Click "Add User" at the bottom of the screen to save.



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Add Users (click here)

To add a user, click on the 'Find' button and search for the employee. Click on the employee t

User Name:

User Type:

Location/Local District:

Module (System)

Role: All