



Parent Organization Registration Application User Guide (Parent User)

Version 1.2
Updated 11/06/2020

Shen, Juehann
[Email address]

I. For Parent and PTA/PTO/Booster Club officer

II.1. Requesting access to a Parent Organization:

1. Login as a Parent

The screenshot displays the LAUSD Parent Authentication interface. At the top, the 'School Fundraising/School Event Program' logo is visible. A 'Login' dialog box is centered on the screen, featuring a red arrow pointing to the 'PTA/PTO/Booster Representative' option, which is highlighted with a red border. Below this option is the 'LAUSD Employee' option. The bottom of the dialog box contains copyright information: © 2020 - LOS ANGELES UNIFIED SCHOOL DISTRICT, 333 S Beaudry Ave., Los Angeles, CA 90017, Information Technology Division.

The bottom portion of the screenshot shows the 'Parent Authentication' login form. The form includes a 'Username' field with a placeholder '@hotmail.com', a 'Password' field with masked characters, and a 'Forgot your password?' link. Below the fields are 'Register' and 'Log In' buttons. To the right of the form, there are three bullet points: 'Username is the email address you used for account registration.', 'Session times out after 60 minutes.', and 'If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.' The footer of the page contains the following text: © Los Angeles Unified School District, 333 South, Beaudry Avenue, Los Angeles, CA 90017, Phone: (213) 241-1000, Nondiscrimination Policy | Disclaimer | v20.7.0.

2. In My Dashboard, fill out address details in My Profile tab and Save.

School Fundraising/School Event Program

Applications My Dashboard Logout

My Dashboard

My Profile My Requests Parent Organizations

First Name: John

Last Name: [Redacted]

Email: [Redacted]@hotmail.com

Street *: 333 S. Beaudry Ave.

City *: Los Angeles

Zip Code *: 90017

Primary Phone#: (213) 241-0000

Alternate Phone#: [Redacted]

Save

3. In My Dashboard, under "My Requests" tab, click "Request access to a Parent Organization" button.

School Fundraising/School Event Program

Applications My Dashboard John.Shen Logout

My Dashboard

My Profile My Requests Parent Organizations

Request access to a Parent Organization

Search

School name or cost center Search

No access requests found.

4. Enter Access Request details of School, Organization Type, Parent Organization, and My Role. Then click Submit.

School Fundraising/School Event Program

Applications My Dashboard Logout

My Dashboard

My Profile My Requests Parent Organizations

Request access to a Parent Organization

Search

School name or cost center

No access requests found.

Access Request

School *: Select a school 1

Organization Type *: Select an organization type 2

Parent Organization *: Select a parent organization 3

My Role *: Select a role 4

Cancel Submit 5

5. After submitting the request, the request should be in pending status.

The screenshot shows the 'My Dashboard' page for the 'School Fundraising/School Event Program'. At the top, there are navigation links for 'Applications', 'My Dashboard', and 'Logout'. Below the navigation, there are tabs for 'My Profile', 'My Requests', and 'Parent Organizations'. A blue button labeled 'Request access to a Parent Organization' is visible. Below this is a search section with a text input field labeled 'School name or cost center' and a 'Search' button. A red arrow points to a table below the search section. The table has six columns: 'School', 'Parent Organization', 'Organization Type', 'Requested Role', 'Submitted On', and 'Status'. The table contains one row with the following data: School: ELA SKILLS (1168301), Parent Organization: My Org 3, Organization Type: Booster Club, Requested Role: Treasurer, Submitted On: 8/3/2020 1:15:26 PM, Status: pending.

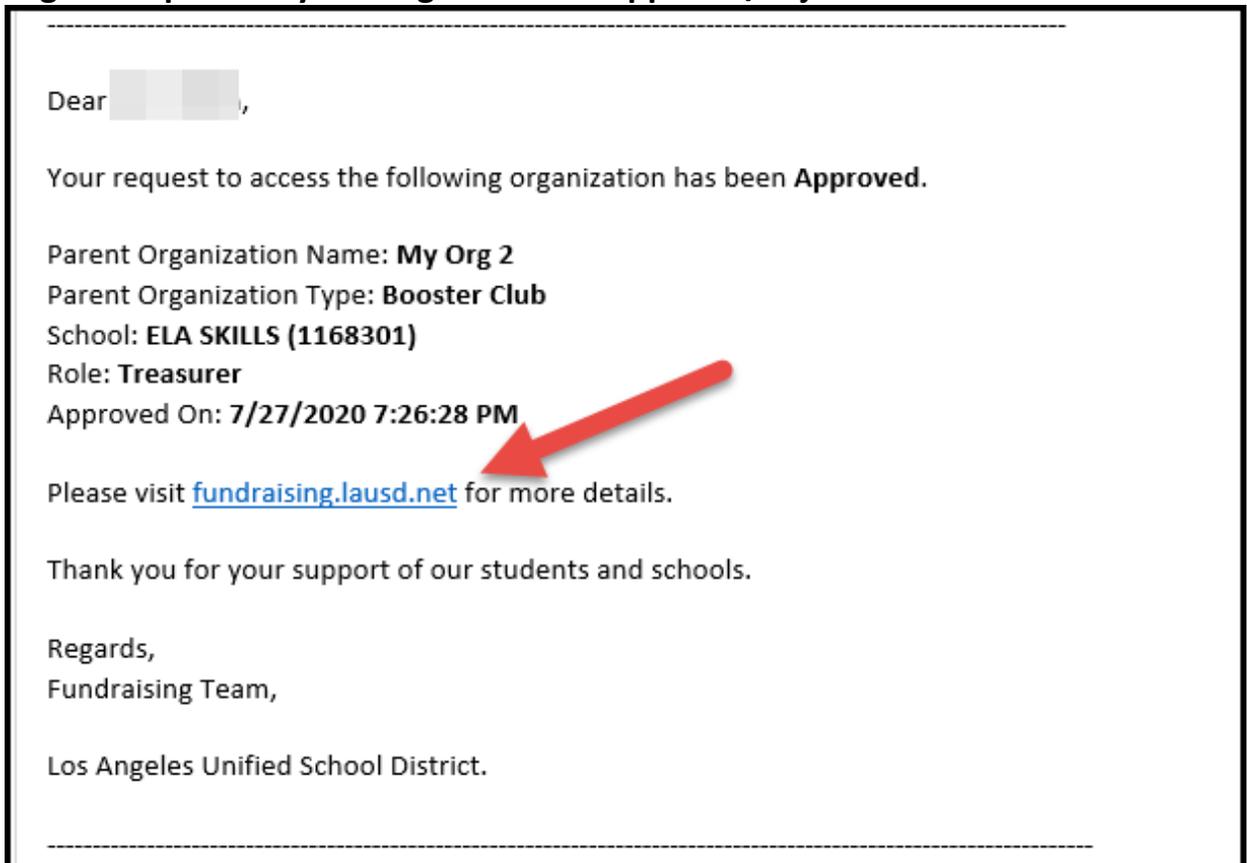
School	Parent Organization	Organization Type	Requested Role	Submitted On	Status
ELA SKILLS (1168301)	My Org 3	Booster Club	Treasurer	8/3/2020 1:15:26 PM	pending

6. An email notification will be sent to the principals.

7. Log out.

II.2. Managing Parent Organization as a parent:

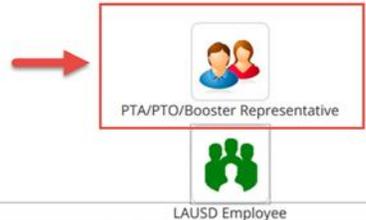
1. Login as a parent by clicking the link in Approval/Rejection email.

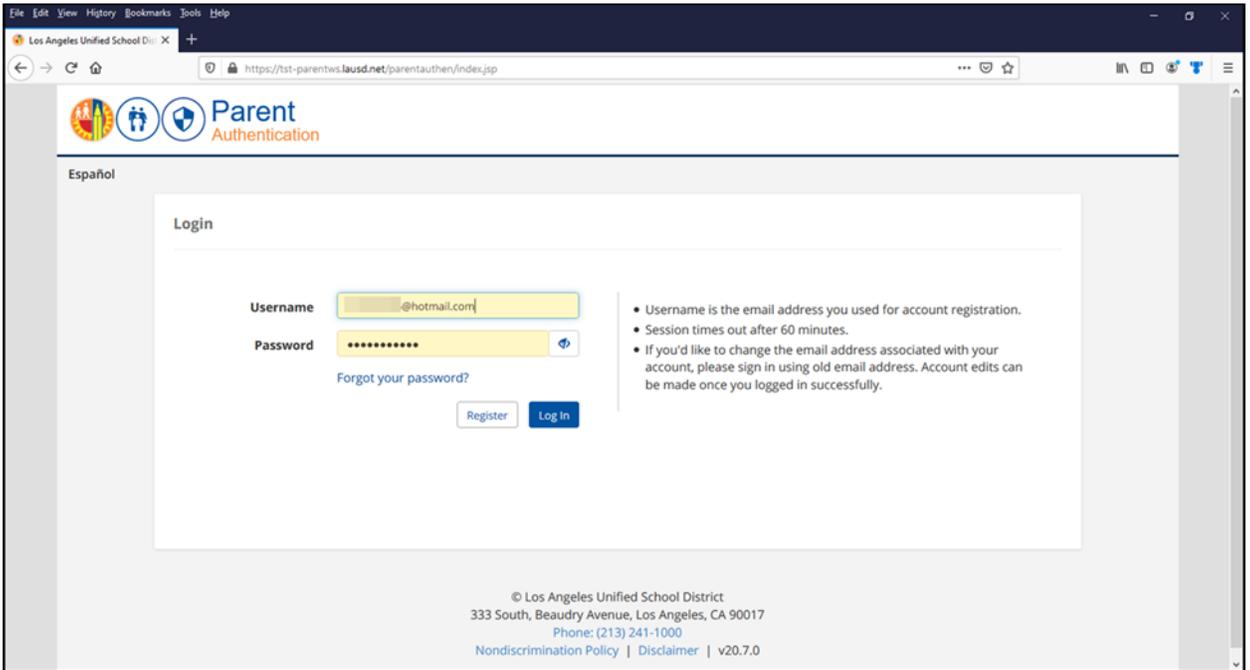


Search

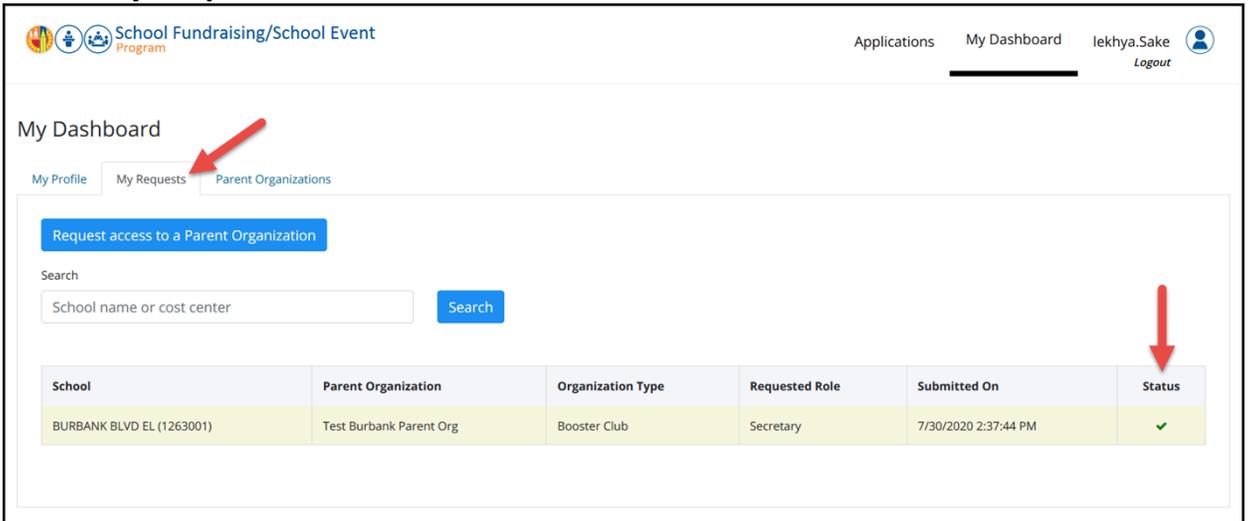
School	Title	Sponsor	PTA/PTO/Booster Legal Name	RCT or IRS FEIN Number	Event Date	Submitted	Requester	Approval			Status
								CRD. Financial Manager	Risk Finance	Leasing Operation	
ELA SKILLS CTR(1168301)	sd	Booster	sd	sd		3/14/2019 4:13:51 PM	HYOJOON KIM	✓	n/a	n/a	Approved
ELA SKILLS CTR(1168301)	TEST fdsdsd	Booster	booster test 1	3456		Not Submitted	HYOJOON KIM	pending	pending	pending	Canceled
ELA SKILLS CTR(1168301)		Booster				Not Submitted	HYOJOON KIM	pending	n/a	n/a	Canceled
ANGELOU COMMUNITY SH(1772201)	123	Booster	123	123	2/22/2020 - 2/29/2020	2/11/2020 10:33:06 AM	HYOJOON KIM	✗ comments	n/a	n/a	Rejected
EVANS CAS(1909201)	Valentine Gram	ASB			2/14/2020	2/13/2020 8:14:22 AM	SALLY NGOV	✗ comments	n/a	n/a	Rejected
ELA SKILLS CTR(1168301)	Valentine chocolate Sale	ASB			2/3/2020 - 2/14/2020	1/9/2020 9:15:59 AM	HYOJOON KIM	pending	n/a	n/a	Rejected
WIDNEY CPTC(1191401)	Chocolate fundraiser	ASB			1/20/2020 - 1/31/2020	1/17/2020 2:22:09 PM	SALLY NGOV	pending	pending	n/a	Rejected

Login





2. Go to My Requests tab to check the status.



3. If the request was approved, then the go to “Parent Organizations” tab and click on View/Edit link.

My Dashboard

My Profile My Requests **Parent Organizations**

Search

School name or cost center

School	Parent Organization	Organization Type	IRS FEIN Number	Registry Status	Last Renewal Date	Renewal Due Date	
BURBANK BLVD EL (1263001)	Test Burbank Parent Org	Booster Club	3432434	Current	11/11/2010	11/12/2012	View/Edit

4. If the request was rejected, then click on the rejected comments link to see the reason of rejection.

My Dashboard

My Profile My Requests **Parent Organizations**

Search

School name or cost center

Rejected Comments 2

Request to be president has been rejected by student body.

School	Parent Organization	Organization Type	Requested Role	Submitted On	Status
BURBANK BLVD EL (1263001)	Test Burbank Parent Org	Booster Club	President	8/7/2020 7:57:09 AM	1 <input type="button" value="comments"/>
BURBANK BLVD EL (1263001)	Test Burbank Parent Org	Booster Club	Secretary	7/30/2020 2:37:44 PM	<input type="button" value="comments"/>

5. Parent should be able to see all the details of the Parent Organization.

School Fundraising/School Event Program

Applications
My DashboardLogout

Parent Organization Details

School *: BURBANK BLVD EL (1263001)

Organization Details

<p>Organization Name * Test Burbank Parent Org</p> <p>Street * <input type="text" value="333 S Beaudry"/></p> <p>Fax Number <input type="text"/></p>	<p>City * <input type="text" value="Los Angeles"/></p> <p>Last Updated By AKINYEMI ABIODUN</p>	<p>Organization Type * Booster Club</p> <p>Zip * <input type="text" value="90012"/></p> <p>Last Updated On 7/30/2020 2:21:15 PM</p>	<p>Email <input type="text"/></p> <p>Phone Number <input type="text"/></p>
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DOJ Registrant Details

<p>IRS FEIN * ⓘ 3432434</p> <p>Last Reviewed By AKINYEMI ABIODUN</p>	<p>Registry Status * ⓘ Current</p> <p>Last Reviewed On 7/30/2020 2:21:15 PM</p>	<p>Last Renewal Date * ⓘ <input type="text" value="11/11/2010"/></p>	<p>Renewal Due Date * ⓘ <input type="text" value="11/12/2012"/></p>
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Current Officers

Role	Status	Name	Email	Address	Primary Phone#	Alternate Phone#	Approved By Approved Date
Secretary	✓	lekhyia Sake	lekhyialausd@gmail.com	123 S Figueroa St Los Angeles 90012	(456) 546-5465		AKINYEMI ABIODUN 7/30/2020 2:40:11 PM

Pending/Rejected/Ex Officers

There are no pending, rejected or ex Officers

6. Parent should be able to edit Email, Street, City, Zip, Primary Ph#, Alternate Ph#, Last Renewal Date and Renewal Due Date.

School Fundraising/School Event Program

Applications
My Dashboard
Logout

Parent Organization Details

School * BURBANK BLVD EL (1263001)

Organization Details

Organization Name * Test Burbank Parent Org	Organization Type * Booster Club	Email 1	
Street * 2 333 S Beaudry	City * 3 Los Angeles	Zip * 4 90012	Phone Number 5
Fax Number 6	Last Updated By AKINYEMI ABIODUN	Last Updated On 7/30/2020 2:21:15 PM	

DOJ Registrant Details

IRS FEIN * 3432434	Registry Status * Current	Last Renewal Date * 7 11/11/2010	Renewal Due Date * 8 11/12/2012
Last Reviewed By AKINYEMI ABIODUN	Last Reviewed On 7/30/2020 2:21:15 PM		

Save
Cancel

Current Officers

Role	Status	Name	Email	Address	Primary Phone#	Alternate Phone#	Approved By Approved Date	
Secretary	✓	Iekhya Sake	lekhyalausd@gmail.com	123 S Figueroa St Los Angeles 90012	(456) 546-5465		AKINYEMI ABIODUN 7/30/2020 2:40:11 PM	Edit

Pending/Rejected/Ex Officers

There are no pending, rejected or ex Officers

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7. Should be able to Approve/Reject/Revoke/Reinstate parent organization officer role update request.


School Fundraising/School Event Program

Applications
Parent Organization
Approve request
Admin
Logout

Parent Organization Details

School *: 10TH ST EL (1708201)

Organization Details

Organization Name * 10 th St. El. PTA	Organization Type * PTA	Email tess.pineda@lausd.net
Street * 1212 10th St.	City * Los Angeles	Zip * 90017
Fax Number	Last Updated By TERESITA PINEDA	Last Updated On 7/29/2020 11:17:03 AM

DOJ Registrant Details

IRS FEIN * 12345	Registry Status * Current	Last Renewal Date * 08/05/2020	Renewal Due Date * 09/10/2020
Last Reviewed By TERESITA PINEDA	Last Reviewed On 7/29/2020 11:17:03 AM		

I confirm that I have reviewed DOJ registrant details on [DOJ website](#).

Save
Cancel

Current Officers

No officers are assigned to this organization yet

Pending/Rejected/Ex Officers

Role	Status	Name	Email	Address	Primary Phone#	Alternate Phone#	Modified By	Modified Date	
Secretary	pending	Ganga Rao	ganga20175@gmail.com	123 S Figueroa St Los Angeles 90012	(626) 905-4782	(432) 442-3423	Ganga Rao	7/29/2020 7:58:45 PM	<div style="display: flex; gap: 5px;"> Approve Reject </div>