



# **Parent Organization Registration Application User Guide (School User)**

Version 1.2  
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# I. For LAUSD Employee (School Administrators, Principal, SAA, SFM, CFM)

## I.1. Registering a new Parent Organization:

1. Go to [School Fund Raising TEST Environment](#); or Go to [School Fund Raising PRODUCTION Environment](#)


School Fundraising/School Event Program
➔ Login

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

« 1 2 3 4 5 »

## 2. Login as an LAUSD employee (Principal/SFM/CFM/Admin)

School Fundraising/School Event Program Login

Login



PTA/PTO/Booster Representative

LAUSD Employee



Sign in with your organizational account

[Sign in](#)

Enter your full LAUSD email address and password to Log In.  
e.g (msmith@lausd.net, marysmith@lausd.net)

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- Go to Parent Organization tab and click “Register a new parent organization” button.

- Enter required information in Parent Organization Registration Form and DOJ Registration Details sections and click “Register” button.

- A new organization should be created. You may click on the View/Edit link to view or update the details. Click Save button to save updated information.

## Parent Organizations

[Register a new Parent Organization](#)

Search

[Search](#)

School	Parent Organization	Organization Type	IRS FEIN Number	Registry Status	Last Renewal Date	Renewal Due Date	 View/Edit
BURBANK BLVD EL (1263001)	Test Burbank Parent Org	Booster Club	3432434	Current	11/11/2010	11/12/2012	<a href="#">View/Edit</a>
ACAD ENRICH SCI MAG (1225001)	test acad	PTA	4543534345	Dissolved	11/30/2001	12/7/2001	<a href="#">View/Edit</a>
ROCKDALE VAPA MAG (1632901)	Rockdale St ES PTA	PTA	244567447	Status Pending	4/1/2020	9/30/2020	<a href="#">View/Edit</a>
112TH ST EL (1588401)	test 112	PTA	13245465465	Not Registered	11/22/2020	11/20/2021	<a href="#">View/Edit</a>
10TH ST EL (1708201)	10 th St. El. PTA 	PTA	12345	Current	8/5/2020	9/10/2020	<a href="#">View/Edit</a>
LOS FELIZ CS FOR ART (1498501)	Los Feliz Charter School of the Art PTA	PTA	900337721	Current	11/2/2019	11/15/2020	<a href="#">View/Edit</a>
PORTER RANCH SCHOOL (1230301)	porter ranch test	PTA	4543534545	Current	7/15/2020	7/17/2020	<a href="#">View/Edit</a>
HESBY OAKS LEAD CHTR (1452101)	test hesby2	Booster Club	123456	Current	9/2/2020	10/2/2020	<a href="#">View/Edit</a>
HESBY OAKS LEAD CHTR (1452101)	hesby org 2	PTA	4324424	Current	7/1/2020	7/16/2020	<a href="#">View/Edit</a>
102ND ST EEC (1954501)	102 test	Booster Club		Delinquent			<a href="#">View/Edit</a>

1 2 3 4 »

## Parent Organization Details

School \*: BURBANK BLVD EL (1263001)

### Organization Details

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

### DOJ Registrant Details

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

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

### 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			7/30/2020 2:40:11 PM

[Edit](#) [Revoke Access](#)

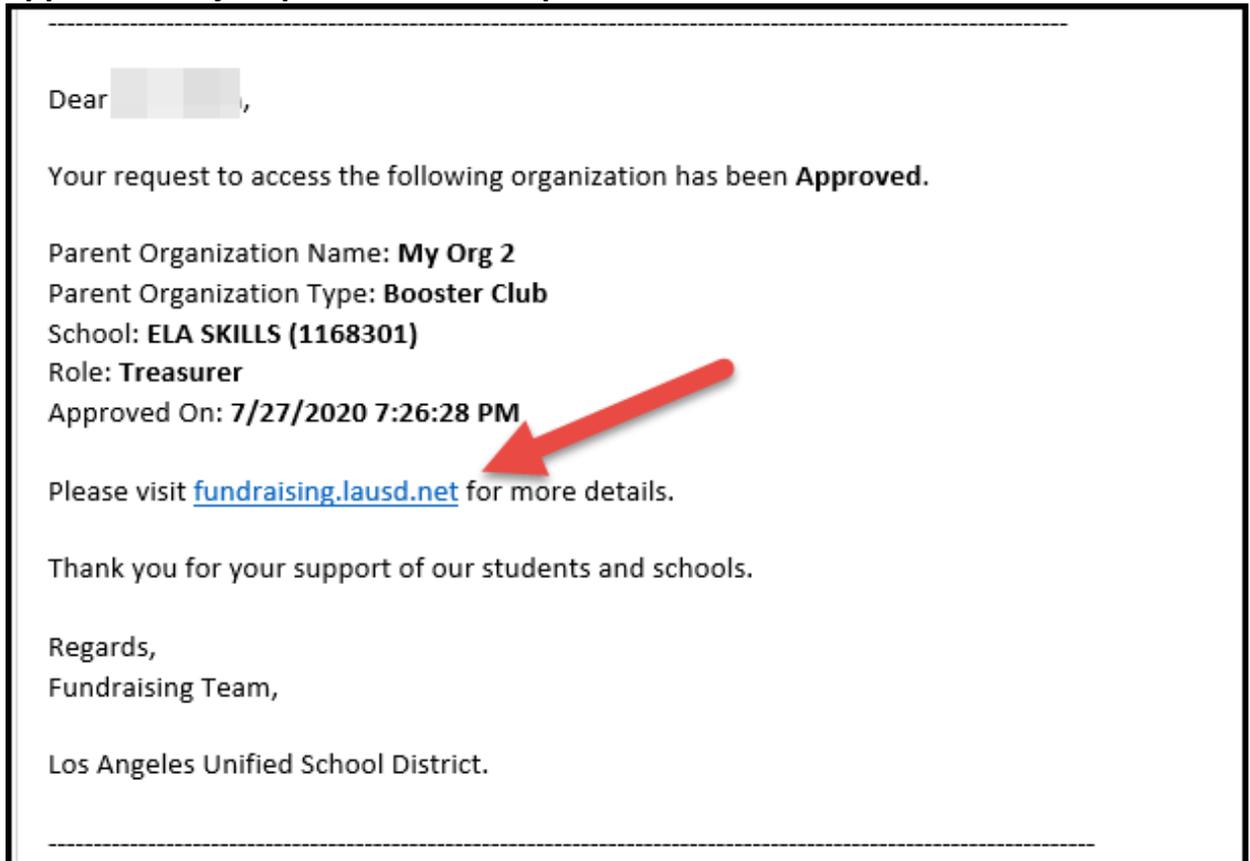
### Pending/Rejected/Ex Officers

There are no pending, rejected or ex Officers

## 6. Log out

## I.2. Approving/Rejecting an access request to a Parent Organization:

1. **Accessing the fundraising online application website by clicking the link in the email then login as an LAUSD employee (Principal/SFM/CFM/Admin) to approve or reject parent access request.**



School Fundraising/School Event Program Login

Login

PTA/PTO/Booster Representative

LAUSD Employee

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Sign in with your organizational account

[Sign in](#)

Enter your full LAUSD email address and password to Log In.  
e.g. (msmith@lausd.net, mary.smith@lausd.net)

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2. Or you may also search for the organization that was created in I.1. and click on **View/Edit** link.

School Fundraising/School Event Program Applications Parent Organization  Logout

Parent Organizations

[Register a new Parent Organization](#)

Search

[Search](#)

School	Parent Organization	Organization Type	IRS FEIN Number	Registry Status	Last Renewal Date	Renewal Due Date	<a href="#">View/Edit</a>
PORTER RANCH SCHOOL (1230301)	porter ranch test	PTA	4543534545	Current	7/15/2020	7/17/2020	<a href="#">View/Edit</a>
HESBY OAKS LEAD CHTR (1452101)	test hesby2	Booster Club	123456	Current	9/2/2020	10/2/2020	<a href="#">View/Edit</a>
HESBY OAKS LEAD CHTR (1452101)	hesby org 2	PTA	4324424	Current	7/1/2020	7/16/2020	<a href="#">View/Edit</a>
HESBY OAKS LEAD CHTR (1452101)	test Hesby <span style="color: red;">1</span>	Booster Club		Delinquent			<a href="#">View/Edit</a>
NORTHRIDGE MS (1828301)	Test Northridge <span style="color: red;">2</span>	PTO	123456789		6/9/2020	7/16/2020	<a href="#">View/Edit</a>

- Under “Pending/Rejected/Ex Officers” section, the parent request should be in pending status.

School Fundraising/School Event Program

Applications Parent Organization juehann.shen Logout

### Parent Organization Details

School \*: HESBY OAKS LEAD CHTR (1452101)

**Organization Details**

Organization Name \*: test Hesby Organization Type \*: Booster Club Email:

Street \*:  City \*:  Zip \*:  Phone Number:

Fax Number:  Last Updated By: AKINYEMI ABIODUN Last Updated On: 7/26/2020 5:22:56 PM

**DOJ Registrant Details**

IRS FEIN \*:  Registry Status \*: Delinquent Last Renewal Date \*:  Renewal Due Date \*:

Last Reviewed By: -- Last Reviewed On: --

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	
Treasurer	pending	Ganga Rao	ganga20175@gmail.com	123 S Figueroa St Los Angeles 90012	(626) 905-4782	(432) 442-3423	AKINYEMI ABIODUN 7/26/2020 5:31:38 PM	Approve Reject

- Approve and Reject buttons should be visible.
- Click on the Approve or Reject button to approve or reject the access request respectively.
- Once the request is approved/rejected an email notification will be sent to the Parent. Upon approval, the request will be shown in the Current Officers

section.

School Fundraising/School Event Program

Applications
Parent Organization

Logout

### Parent Organization Details

**School \***: HESBY OAKS LEAD CHTR (1452101)

Organization Details

<b>Organization Name *</b>	<b>Organization Type *</b>	<b>Email</b>
<input type="text" value="test Hesby"/>	<input type="text" value="Booster Club"/>	<input type="text"/>
<b>Street *</b>	<b>City *</b>	<b>Zip *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Fax Number</b>	<b>Last Updated By</b>	<b>Last Updated On</b>
<input type="text"/>	AKINYEMI ABIODUN	7/26/2020 5:22:56 PM

DOJ Registrant Details

<b>IRS FEIN *</b>	<b>Registry Status *</b>	<b>Last Renewal Date *</b>	<b>Renewal Due Date *</b>
<input type="text"/>	<input type="text" value="Delinquent"/>	<input type="text"/>	<input type="text"/>
<b>Last Reviewed By</b>	<b>Last Reviewed On</b>		
--	--		

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

Save
Cancel

Current Officers

Role	Status	Name	Email	Address	Primary Phone#	Alternate Phone#	Approved By Approved Date	
Treasurer	✓	Ganga Rao	ganga20175@gmail.com	123 S Figueroa St Los Angeles 90012	(626) 905-4782	(432) 442-3423	ANA MARADIAGA 8/3/2020 2:33:04 PM	<span style="border: 1px solid #007bff; padding: 2px 5px; font-size: 8px;">Edit</span> <span style="border: 1px solid #dc3545; padding: 2px 5px; font-size: 8px; margin-left: 5px;">Revoke Access</span>

Pending/Rejected/Ex Officers

There are no pending, rejected or ex Officers

7. Log out

