My Integrated Student Information System

PURPOSE

The primary purpose of this job aid is to provide guidelines to school-based employees on how to request and manage MiSiS users roles and track their processing status, via the **oneAccess** application portal.

WHY MUST I DO THIS?

oneAccess replaces *EZ Access* as the system of record for user account management of MiSiS school-based roles. Key features include ease of tracking role request status, a quick view of currently assigned MiSiS user roles, and the ability to revoke approved roles.

BEFORE YOU GET STARTED

- You must have an active LAUSD single sign on (SSO) account prior to applying for user roles in **oneAccess** – please activate and/or update your SSO profile prior to using the platform.
- Determine the campus and/or school location(s) you will need access to prior to applying online.
- **oneAccess** is to be used for *new* requests - if you have previously applied for MiSiS roles via EZ Access, you will need to complete the application process via EZ Access.

LOG IN

1. Access **oneAccess** at https://oneaccess.lausd.net, and click **Sign In** from the landing page.
2. Log in using your **single sign-on (SSO)** credentials.

PROCEDURE – REQUEST MISIS ROLES

MENU PATH

MiSiS > Manage/Edit User Roles > New Request

PROCEDURE – REQUEST MISIS ROLES, continued

NOTE: Before beginning the process, click on the question mark icon to view the tool tip.

Step 1a   Select **Location Type**. In this example, **Campus** was selected.
Step 1b   Select **User Role**. In this example, **Scheduling Administrator** was selected.
Step 1c   Select **Locations**. In this example, **District SH (1899701)** was selected.
Step 1d   Click on the **Done Editing** button.

Step 2   Click on the **+Add Role** button and repeat steps **1a-1d** to select more user roles.

You may select additional user roles for the same campus or school, or select various roles for the other campuses or schools. A completed sample is shown below.

PROCEDURE – REQUEST MISIS ROLES, continued

Step 3a   Select the **check box** agreeing to the **Terms and Conditions**. Click the hyperlink to display the Acceptable Use Policy **(AUP)** in a new browser window.

Step 3b   Click the **Submit Request** button to complete the role request.
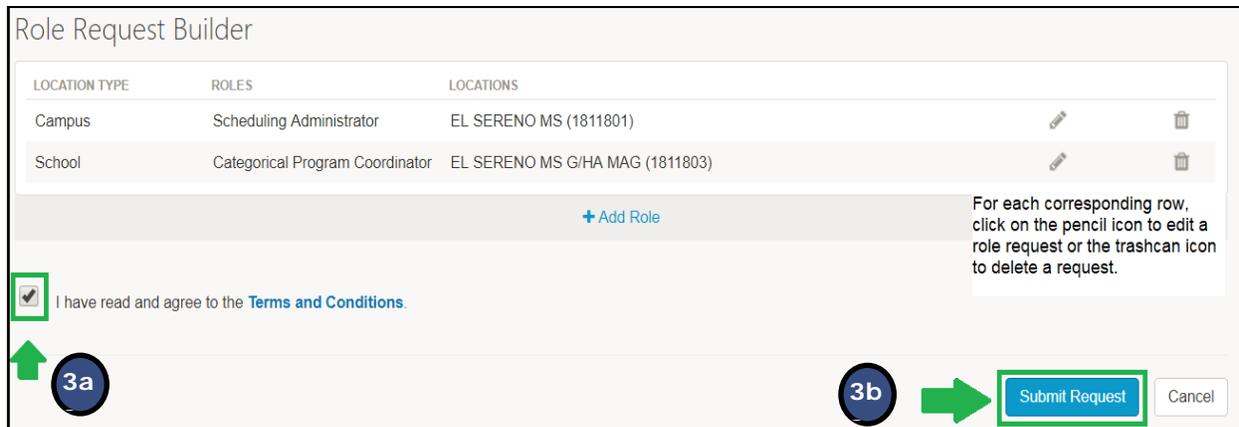
A request number is assigned to each pending role request. A different number is assigned to each request for a different location. A sample is shown below.

The processing status of the request will display in the **Status** column. A description of each status is shown below:

Request Status	Description
Submitted	User has submitted role request, pending administrator approval
Approved	Administrator has approved user role request
Canceled	Approved role has been successfully revoked
Cancel Requested	The system is currently processing a request to revoke a user role
Expired	The role has expired based upon the expiration date of the role request, which is calculated on a role-to-role basis
Rejected	An approver has rejected a user's role request or the request has aged out of the system waiting in an approver's queue

Once a role is approved, the user will see the status **Approved** as well as a recycle bin icon under the column **Revoke**. This revoke button effectively removes the role from the user profile and s/he will no longer have the role in MiSiS.
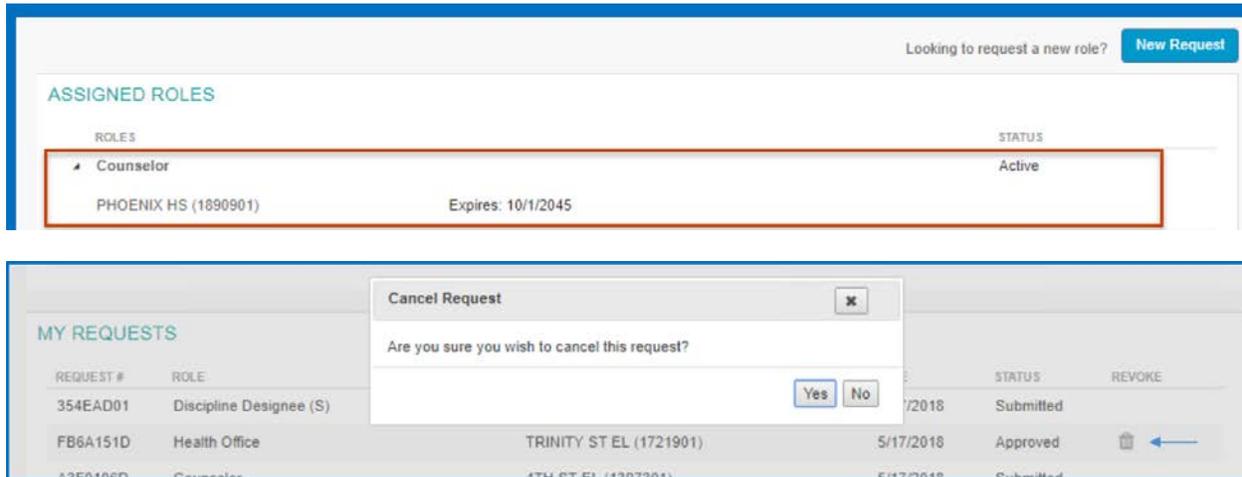
HELPFUL INFORMATION AND REMINDERS

Select school-based job classifications will receive pre-designated MiSiS user roles once their assignment has been processed by the appropriate personnel office. **Additional roles must be applied for via oneAccess.** When a user has a change in assignment, oneAccess will revoke all auto-generated system access for the previous location.

For a description of each MiSiS user role, access the **Guide to MiSiS User Roles**, located in the **Apply for Access** section of the MiSiS website: https://misis.lausd.net.