



oneAccess User Guide

MiSiS Application Role Requests

(School-Based Employees)

<https://oneaccess.lausd.net>

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Table of Contents

What is oneAccess?	3
oneAccess: MiSiS Application	3
Before You Get Started.....	3
oneAccess: Enter Application URL.....	3
oneAccess: Landing Page.....	4
oneAccess: Logging In.....	4
oneAccess: User Profile Home Page.....	5
oneAccess: Launch New MiSiS Application Role Request.....	5
oneAccess: Role Request Builder	6
oneAccess: Role Selection and Request Submission	6
oneAccess: Processing Status	7
oneAccess: Helpful Information and Reminders.....	8

What is oneAccess?

oneAccess is an application portal for requesting or reactivating a Single Sign-On (SSO) account, for both District employees and non-employee groups. In addition, select user groups will be able to apply for access to various software applications and web portals.

OneAccess – MiSiS Application

oneAccess replaces *EZ Access* as the system of record for user account management of MiSiS school-based roles. This user guide provides guidelines to school-based employees on the process to request and manage MiSiS user roles, and track their processing status.

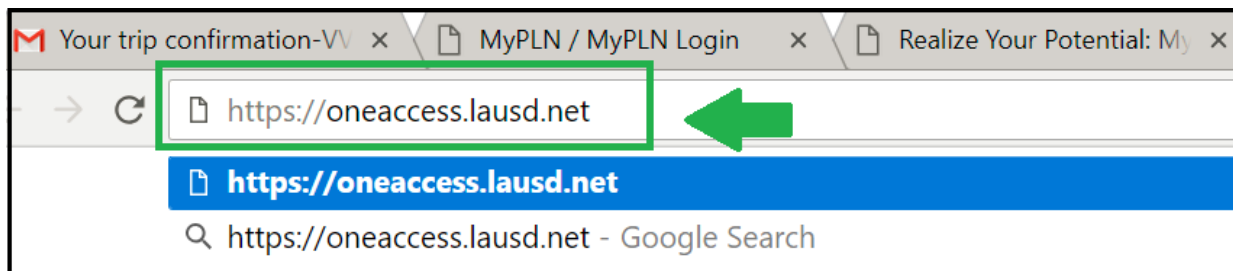
Key features include ease of tracking role requests, a quick view of MiSiS system access by user roles and location – including expiration date, and the ability to revoke approved roles.

Before You Get Started

- You must have an active LAUSD (SSO) account prior to applying for new user roles in oneAccess – you will be able to either request or reactivate a SSO from the portal landing page
- 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 only - if you have previously submitted a request for MiSiS roles via EZ Access and your application is still pending, you will need to complete the process via EZ Access

oneAccess: Enter Application URL

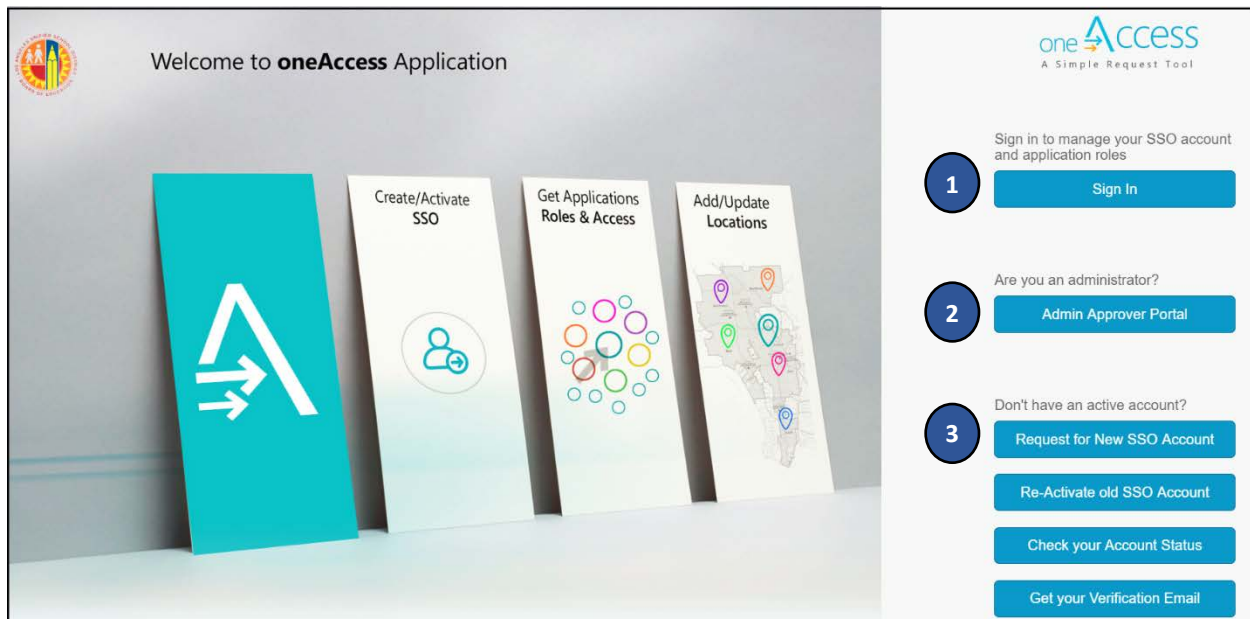
Open a web browser and type the following URL in the address bar: <https://oneaccess.lausd.net>. Press the **Enter** or **Return** key.



oneAccess – Landing Page

The oneAccess landing page is displayed below and is the first stop for all employees when determining the type of transaction to perform. The scenarios below will assist with next steps:

1. If you have an active SSO account and wish to apply for and manage your roles, select **Sign In**.
2. If you are a site administrator who can authorize or revoke access, select **Admin Approver Portal**.
3. If you **do not** have an active SSO account, please select the applicable button within this section.

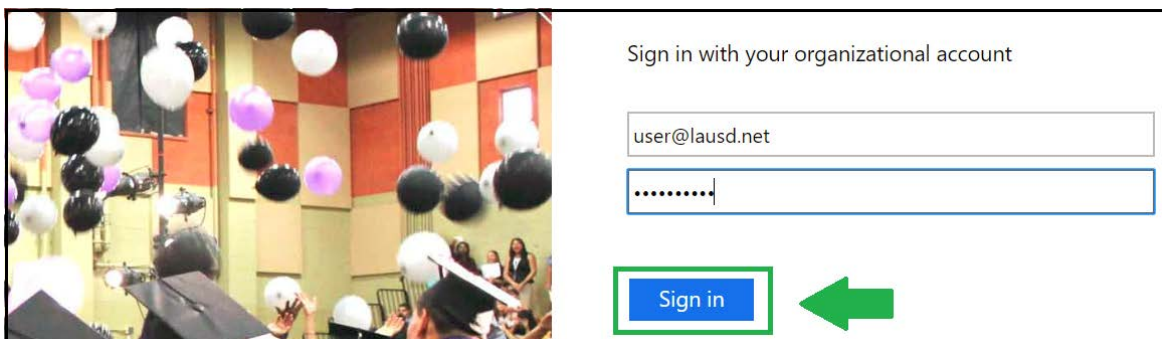


oneAccess: Logging In

The instructions in this guide are based on the first scenario above. Please refer to the **OneAccess Approver User Guide** for instructions on how to work within the Admin Approval Portal.

Click the **Sign In** button from the oneAccess landing page.

Enter your **SSO credentials** on the log in page and click the **Sign In** button.



oneAccess – User Profile Home Page

The **User Profile Home Page** displays a list of LAUSD applications that allow role management, including MiSiS. Users may also view a quick snapshot of their SSO account status, employee profile status, and upload a photo.

Within each LAUSD application page is a count of existing user roles assigned and pending requests.

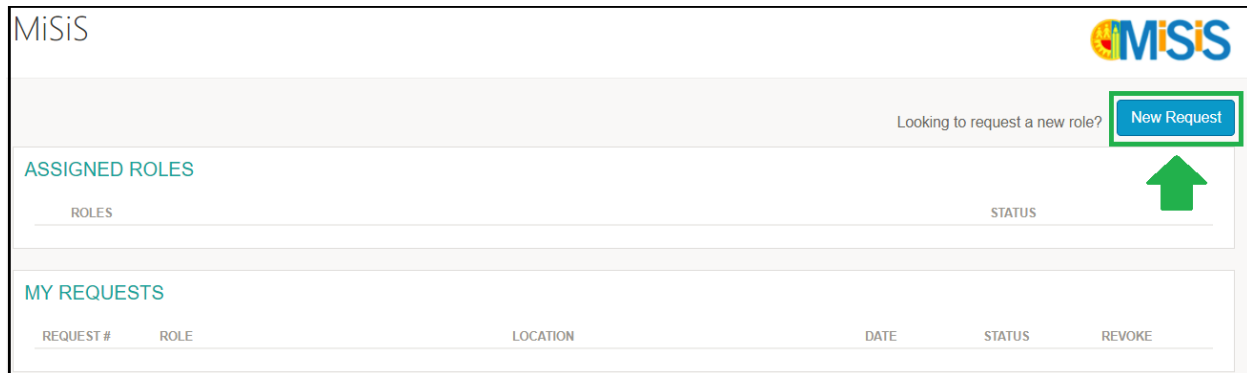
The screenshot displays the oneAccess user profile interface. At the top, there are navigation links for 'Home' and 'Profile', and a 'Sign Out' button. The user's profile information includes a placeholder for a photo, the name 'NEW USER', and the title 'Employee'. Key account details are listed: LAUSD ID (01991234), SSO Expire Date, Contract End Date, and Last Login (5/22/2018 5:26:37 PM). The main section, titled 'LAUSD Applications and Roles', contains two application cards. The 'MiSiS' card shows 0 assigned roles and 0 pending requests. The 'Schoology' card also shows 0 assigned roles and 0 pending requests.

oneAccess: Launch New MiSiS Application Role Request

Click on the **Manage/Edit Roles** button within the MiSiS application management window.

This close-up view of the MiSiS application management window shows the 'ASSIGNED ROLES' section with a count of 0 and the text 'No Roles Assigned'. Below it, the 'PENDING REQUESTS' section also shows a count of 0 and the text 'No Pending Requests'. At the bottom right of the window, a blue button labeled 'Manage / Edit Roles' is highlighted with a green border, and a green arrow points directly to it.

Click on the **New Request** button.



oneAccess – Role Request Builder

The **Role Request Builder** allows users to select the location type of the school site to which they are applying for access:

- Campus – Use this option when the campus is a multi-school site, such as a preferred location with magnets or small learning communities (SLCs); Example: District SH 1899701, a preferred campus with two magnet schools.
- School – Use this option to request access to a single location (Examples: District SH Super Magnet 1899702, or Local Learning Complex – a standalone site with its own location code)

oneAccess: Role Selection and Request Submission

Before selecting a location type, click on the question mark icon to view the tool tip notes.

1. Select the **Location Type**. In this example, **Campus** was selected.
2. Select a **User Role** from the available options – the list will infer values based on the location type previously selected. In this example, **Scheduling Administrator** was selected.
3. Select a **Location** from the available options or enter a name to filter results – the list will infer values based on the location type. In this example, **District SH** was selected.
4. Click on the **Done Editing** button.

The screenshot shows the 'Role Request Builder' form. It has a 'SELECT LOCATION' dropdown menu with 'Campus' selected (callout 1). To its right is a 'ROLE' dropdown menu with 'Scheduling Administrator' selected (callout 2). Below these is a 'SELECT LOCATIONS' search bar with 'DISTRICT SH (1899701)' entered (callout 3). At the bottom right of the form is a 'Done Editing' button (callout 4). At the very bottom of the page are 'Submit Request' and 'Cancel' buttons. A tooltip is visible over the 'SELECT LOCATION' dropdown, explaining the difference between 'Campus' and 'School' location types.

Click the **+ Add Role** button and repeat steps 1-4 to select more user roles.

Role Request Builder

LOCATION TYPE	ROLES	LOCATIONS		
Campus	Scheduling Administrator	DISTRICT SH (1899701)		

[+ Add Role](#)

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

Role Request Builder

LOCATION TYPE	ROLES	LOCATIONS		
Campus	Scheduling Administrator	DISTRICT SH (1899701)		
School	Categorical Program Coordinator	DISTRICT SH SUPER MGT (1899702)		

[+ Add Role](#)

5. 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.
6. Click the **Submit Request** button to complete the role request.

Role Request Builder

LOCATION TYPE	ROLES	LOCATIONS		
Campus	Scheduling Administrator	EL SERENO MS (1811801)		
School	Categorical Program Coordinator	EL SERENO MS G/HA MAG (1811803)		

[+ Add Role](#)

For each corresponding row, click on the pencil icon to edit a role request or the trashcan icon to delete a request.

I have read and agree to the [Terms and Conditions](#).

5 **6** [Submit Request](#)

oneAccess – Processing Status

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.

ASSIGNED ROLES

ROLES	STATUS

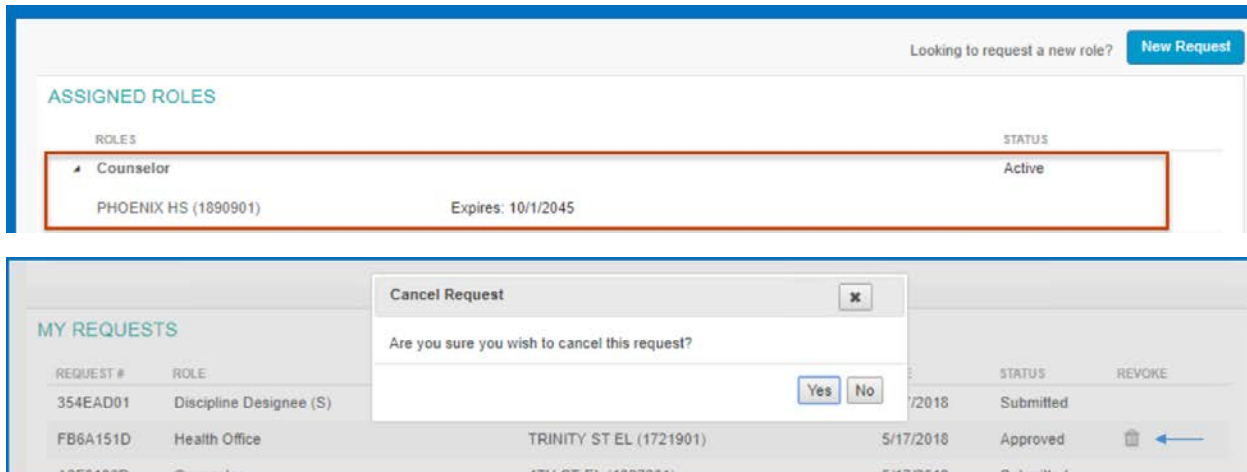
MY REQUESTS

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
639943C8	Categorical Program Coordinator	DISTRICT HS (1899701)	5/23/2018	Submitted	
E3CC5720	Scheduling Administrator	DISTRICT HS SUPER MGT (1899702)	5/23/2018	Submitted	

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 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 administrator 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 they will no longer have the role in MiSiS.



oneAccess – 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>.