

PURPOSE

This job aid provides directions for managing user access to the Student Enrollment Portal.

Automatic access to the portal is provided to school staff with the following job titles: Principal, Assistant Principal, School Administrative Assistant, Senior Office Technician, Office Technician. Local District and Central Office staff may be assigned access to the portal.

The following user roles are available in the Student Enrollment Portal:

- **User**- Assigned to school staff such as SAA, Senior Office Tech, and Office Tech. User is able to view and edit all applications at the assigned school.
- **School Admin**- Assigned to school principal, assistant principal. User is able to view and edit all applications at the assigned school and manage user access at the assigned school.
- **LD**- Assigned to Local District staff. User is able to view and edit all applications at schools within the Local District and manage user access for Local District staff.
- **Admin**- Assigned to Central Office staff. User is able to view and edit all applications within the District and manage user access for the Central Office staff.

This job aide provides directions to complete the following tasks.

- Log in to the Student Enrollment Portal
- Navigate to the User Dashboard
- User Dashboard Features
- Adding a New User
- Removing a User
- Changing User Notification Setting

To complete these tasks user must be assigned a School Admin, LD, or Admin user role in the Student Enrollment Portal.

LOG IN

1. Go to the Student Enrollment Portal <https://enroll.lausd.net>.
2. Select Admin, Principal, Designee icon.
3. Enter Single Sign On (SSO) credentials.

NAVIGATE TO USERS DASHBOARD

1. Click **Users** at the top of the Administrator Home Screen.



USERS DASHBOARD FEATURES

The Users Dashboard includes a search and search results.

1. Search filters include
 - Email or single sign on
 - Location
 - Local District
 - User Type
2. Search results display
 - Name
 - Title- Displays job classification title.
 - Email – Displays LAUSD email address.
 - Location- Displays assigned location.
 - Type- Displays user role for Student Enrollment Portal
 - Notification- Displays Yes or No. If Yes displays, user receives automatic email notifications from the Student Enrollment Portal. If No displays, user does not receive email notifications.

Users [Add new](#)

Clear search filters

Email/SSO Location LD User type

[Search](#)

Result: 4

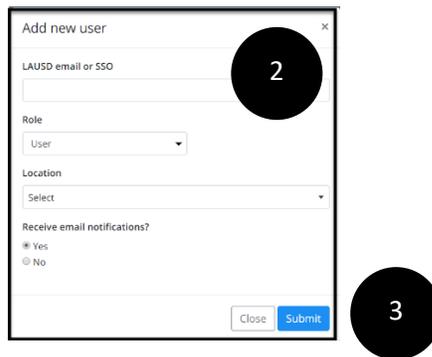
Name	Title	Email	Location	Type	Notification	
[REDACTED]	ASST PRIN. ELEMENTARY	[REDACTED]	109th Street Elementary	School Admin	No	edit remove
[REDACTED]	OFFICE TECHNICIAN	[REDACTED]	109th Street Elementary	User	No	edit remove
[REDACTED]	PRINCIPAL. ELEMENTARY	[REDACTED]	109th Street Elementary	School Admin	No	edit remove
[REDACTED]	SCH ADMINISTRATIVE ASSISTANT	[REDACTED]	109th Street Elementary	User	No	edit remove

ADD A NEW USER

1. Click **Add New** on the User Dashboard.



2. Enter new user information on the screen.
 - **LAUSD Email or SSO** – Enter LAUSD email address.
 - **Role**- Select user role. Refer to user role descriptions above.
 - **Location**- Select the school location if user role selected is User or School Admin.
 - **Local District** – Select Local District if user role selected is LD.
 - **Receive Email Notifications**- If Yes is selected the new user will receive automatic email notifications when a parent/guardian submits an application or the application status is updated.



The screenshot shows a modal window titled "Add new user" with a close button in the top right corner. The form contains the following fields and options:

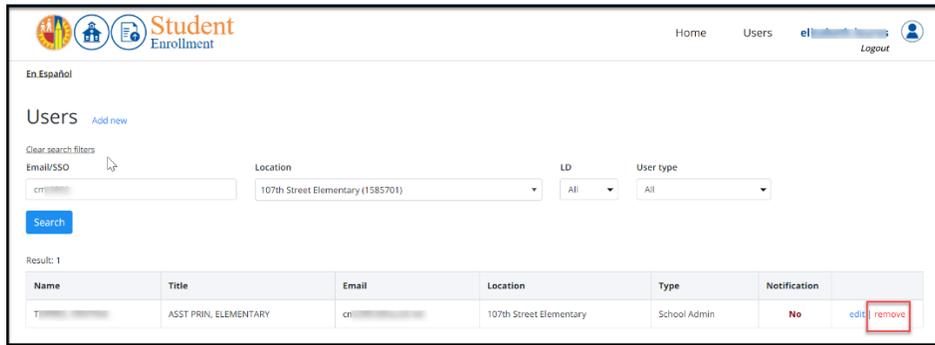
- LAUSD email or SSO**: A text input field with a callout circle labeled "2" pointing to it.
- Role**: A dropdown menu with "User" selected.
- Location**: A dropdown menu with "Select" selected.
- Receive email notifications?**: Radio buttons for "Yes" (selected) and "No".
- Buttons**: "Close" and "Submit" buttons at the bottom right, with a callout circle labeled "3" pointing to the "Submit" button.

3. Click **Submit** to add the new user.
4. A confirmation message will display on the User Dashboard.



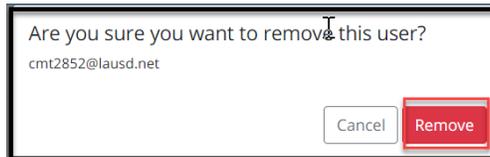
REMOVING A USER

1. Search for the user to be removed using email address or location.
2. On the User Dashboard, click **Remove**.



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3. Click **Remove** in the pop up message.

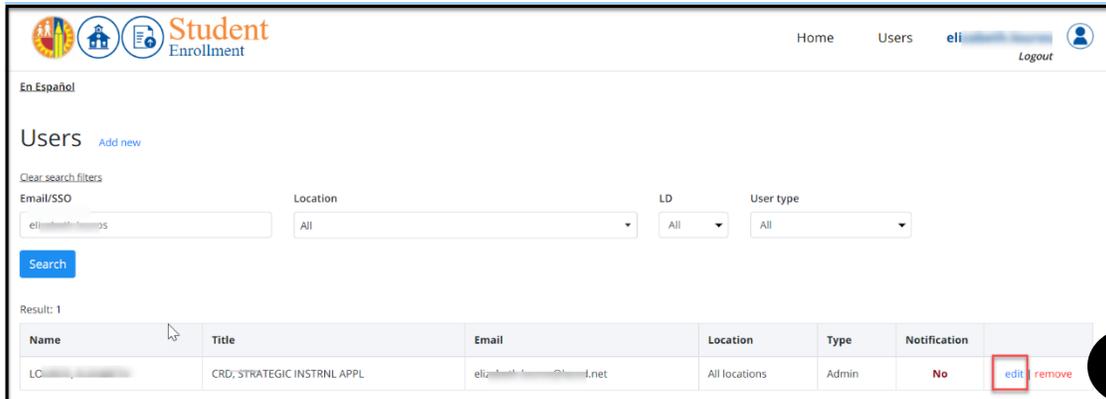


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4. A confirmation message will display.

CHANGING USER NOTIFICATION SETTINGS

1. Search for the user using the search on the User Dashboard.
2. On the User Dashboard, click **Edit**.



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3. In the pop up window select the email notification setting for the user and click **Update**.
 - Yes- User will receive automatic emails from the Student Enrollment Portal.
 - No- User will not receive automatic emails.

User ×

el [redacted] t

Receive email notifications?

Yes

No

Cancel Update

3

4. A confirmation message will display.