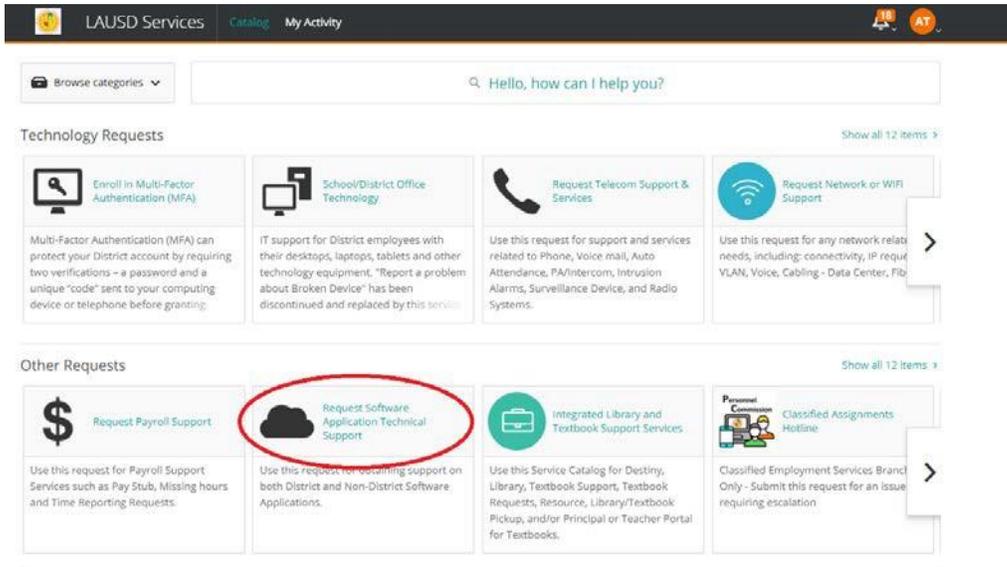
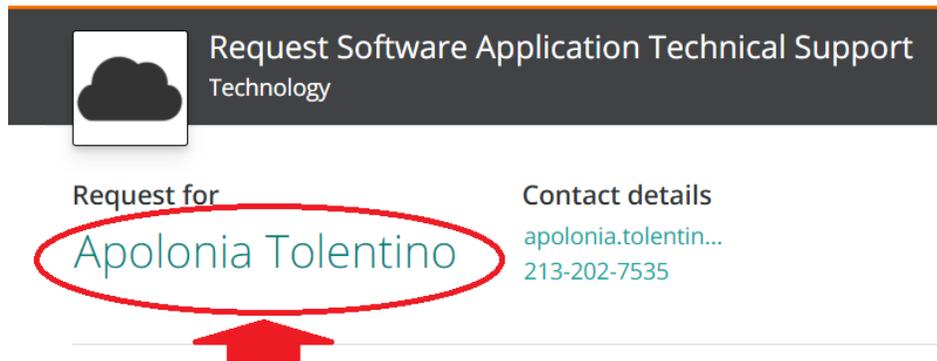


MiSiS Access Application for Global Access Role

1. Verify that the employee is able to access LAUSD email
2. Use form - [MiSiS Access Request Form - Local District/Central Office](#)
3. Select Nursing Office Administrator role on the left side
4. After completion of the above form, log-in to <https://lausd-myit.onbmc.com/>
5. From the **Catalog**, select **Request Software Application Technical Support**



6. **Request for:** change the name to the applicant's name by clicking **Edit**. Having the applicant's name on the **Request for** field will allow IT to send email messages to the applicant, i.e. confirmation that the user has access. *(Skip this step if not submitting on behalf of another staff)*



7. Type in the single sign on (SSO) ID of the employee named on the application. Click the correct name from the results' list. The Request For name will be updated. *(Skip this step if not submitting on behalf of another staff)*

Request for
Apolonia Tolentino

Contact details
apolonia.tolentin...
213-202-7535

Request for someone else

Search: juana.mota

Selected
Apolonia Tolentino

Results
Juana Mota
juana.mota@lausd.net
2132027580

Request for
Juana Mota

Contact details
juana.mota@lausd.net
2132027580

8. Fill in the **Description**

- a. Application Name: **MiSiS**
- b. Note: **skip**
- c. Select the Affected Module: **Access**
- d. User Role: **Nursing Office Administrator**
- e. Student ID Number: **skip**
- f. Course Name: **skip**
- g. Period: **skip**
- h. Select the best option to address your request: **Account Setup**
- i. Please provide detailed explanation: **Enter Employee Name and Number**
- j. **What operating system?** – select **Windows**
- k. Alternate Phone Number – enter a telephone # that is different than what's displaying in the employee information. If there is none, skip the field.
- l. Available Days – **Mon-Fri**
- m. Available Time – select **8:00am to 4:00pm**
- n. **Attach files** – upload the scanned MiSiS application saved using employee name and number as the file name.

9. Click on **Submit Request**

