Requesting Welligent Access for School-Site Staff

The purpose of this document is to provide guidance to LAUSD school base staff on how to request and manage Welligent user roles that require manual activation and to track their processing status, via the **oneAccess** portal. Beginning October 25th, 2019, **oneAccess** replaced the User-ID Form for school based LAUSD employees requesting Welligent accounts. Key features include tracking role request status, administrator review of currently assigned Welligent 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 a Welligent role in **oneAccess**
- Determine the role and school location(s) you will need access to before applying online.
- Note that the preferred browser when using **oneAccess** is Chrome.

LOG IN

1. Access **oneAccess** at https://oneaccess.lausd.net, and click **Sign In**.
2. Log in using your **single sign-on (SSO)** credentials.
3. Select Welligent Manage/Edit Roles

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4. Select **New Request**

Step 1   Select **Location Type**. In this example school was select.
Step 2   Select **User Type**. In this example, **Teacher** was selected.
Step 3   Select **Role**. In this example, **Resource Teacher** was selected.
Step 4   Select **Locations**. In this example, **20ᵗʰ St El (1227401)** was selected.
Step 5   Select **Supervisor**. In this example **Garcielita, Mario** was selected
Step 6   Select **Welligent Request Type**. In this example Change Welligent Account was selected
              Click **Done Editing**. (Make sure you check off that you have read and agree to the
              Terms and Conditions).

You may select additional locations for the same user role. A completed sample is shown below.

In this screen you can also view and manage your assigned roles and pending request.

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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

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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
Cancelled	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

This revoke button effectively removes the role from the user profile, and user will no longer have the Welligent role.

Once the approver has approved your application, your access request will be submitted to Welligent for processing. Welligent accounts are processed on an hourly basis.