Focus access for ITD Technicians

O1. Single Sign On	A Simple Request Tool
Go to https://oneaccess.lausd.net/	Sign in to manage your SSO account and application roles
Sign in using your single sign-on	Sign In
Scroll down to Focus Reporting & Dashboards	Focus Reporting & Dashboards
• Click on Manage / Edit Koles	ASSIGNED ROLES (0) No Roles Assigned PENDING REQUESTS (0) No Pending Requests Manage / Edit Roles
O2. Select Role	Looking to request a new role? New Request ASSIGNED ROLES ROLES STATUS
Click on New Request	MY REQUESTS
 Under select role, select Central Office ITD Help Desk 	REQUEST # :: STATUS REVOKE
 Under select locations, select ITD Customer Support (1079501) 	SELECT ROLE Central Office ITD Help Desk
Click Done Editing	SELECT LOCATIONS
	Done Editing
O3. Request Approval	
• Request is submitted to Director of Customer Support	

 Please allow 48hrs for request to be approved. If not approved within 48hrs, please contact your supervisor.