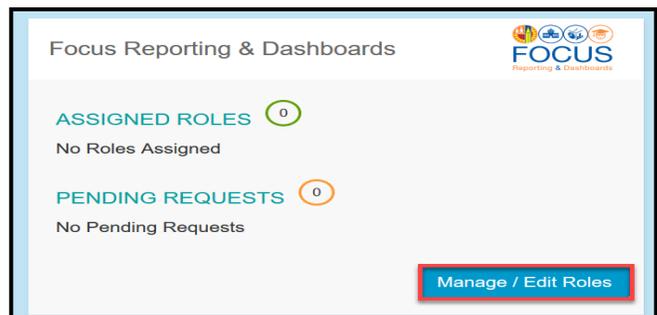


Focus access for ITD Technicians

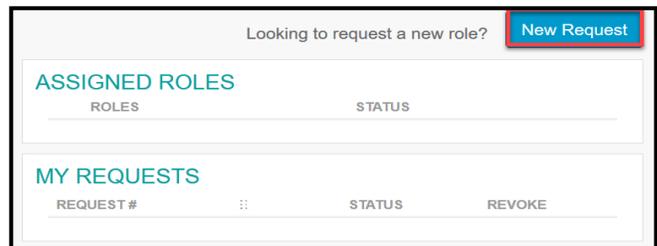
01. Single Sign On

- Go to <https://oneaccess.lausd.net/>
- Sign in using your single sign-on
- Scroll down to **Focus Reporting & Dashboards**
- Click on **Manage / Edit Roles**



02. Select Role

- Click on **New Request**
- Under select role, select **Central Office ITD Help Desk**
- Under select locations, select **ITD Customer Support (1079501)**
- Click **Done Editing**



03. 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.