

Requesting Welligent Access for School-Site Staff

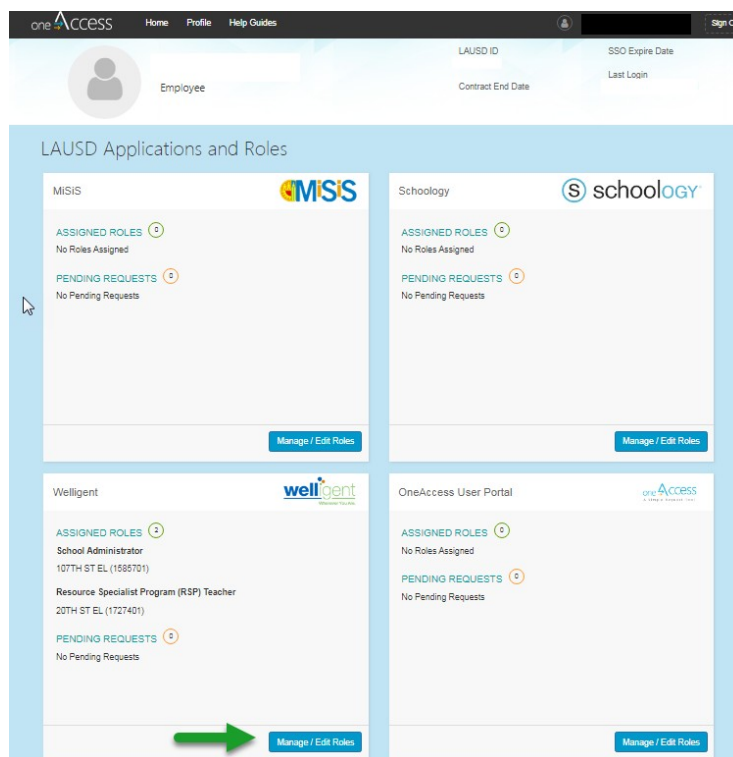
The purpose of this document is to provide guidance to LAUSD school base staff on how to request and manage Welligent user roles that require manual activation and to track their processing status, via the **oneAccess** portal. Beginning October 25th, 2019, **oneAccess** replaced the User-ID Form for 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**

Welligent

Looking to request a new role? **New Request**

ASSIGNED ROLES

ROLES	STATUS

MY REQUESTS

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE

- 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).

one Access Home Profile Help Guides ROSA BURLINGHAM [19:21] Sign Out

Welligent

Role Request Builder

SELECT LOCATION TYPE **Step 1**: School

SELECT USER TYPE **Step 2**: Teacher

SELECT ROLE **Step 3**: Resource Specialist Program (RSP) Teacher

SELECT LOCATIONS **Step 4**: 20TH ST EL (1727401)

SELECT SUPERVISOR **Step 5**: Garcielita, Mario

SELECT WELLIGENT REQUEST TYPE **Step 6**: Change Welligent Account

I have read and agree to the [Terms and Conditions](#).

Done Editing **Submit Request**

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

The screenshot shows the Welligent user interface. At the top, there is a navigation bar with 'Home', 'Profile', and 'Help Guides'. Below this, the 'Welligent' logo is visible. The main content area is divided into two sections: 'ASSIGNED ROLES' and 'MY REQUESTS'. In the 'ASSIGNED ROLES' section, there is a table with one row: 'School Administrator' with a status of 'Active'. In the 'MY REQUESTS' section, there is a table with two rows: one for a 'Submitted' request (5335B727) and one for an 'Approved' request (F68CC018). A green arrow points to the 'New Request' button in the top right corner of the main content area.

ROLES	STATUS
School Administrator 107TH ST EL (1585701) Expires: 3/4/2047	Active

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
5335B727	Resource Specialist Program (RSP) Teacher	20TH ST EL (1727401)	10/18/2019	Submitted	
F68CC018	School Administrator	107TH ST EL (1585701)	10/18/2019	Approved	

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

This screenshot is similar to the previous one but includes green arrows pointing to specific elements. One arrow points to the 'Active' status in the 'ASSIGNED ROLES' table. Two arrows point to the 'Submitted' and 'Approved' statuses in the 'MY REQUESTS' table.

ROLES	STATUS
School Administrator 107TH ST EL (1585701) Expires: 3/4/2047	Active

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
5335B727	Resource Specialist Program (RSP) Teacher	20TH ST EL (1727401)	10/18/2019	Submitted	
F68CC018	School Administrator	107TH ST EL (1585701)	10/18/2019	Approved	

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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 screenshot shows the Welligent user interface. At the top, there is a navigation bar with 'one Access', 'Home', 'Profile', 'Help Guides', a user profile icon, and a 'Sign Out' button. Below the navigation bar, the 'Welligent' logo is on the left and the 'welligent' logo with the tagline 'Wherever You Are' is on the right. A 'New Request' button is visible in the top right corner of the main content area.

The main content area is divided into two sections: 'ASSIGNED ROLES' and 'MY REQUESTS'.

ASSIGNED ROLES

ROLES	STATUS
<ul style="list-style-type: none"> School Administrator <p>107TH ST EL (1585701) Expires: 3/4/2047</p>	Active

MY REQUESTS

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
5335B727	Resource Specialist Program (RSP) Teacher	20TH ST EL (1727401)	10/18/2019	Submitted	
F68CC018	School Administrator	107TH ST EL (1585701)	10/18/2019	Approved	

The processing status of the request will display in the **Status** column

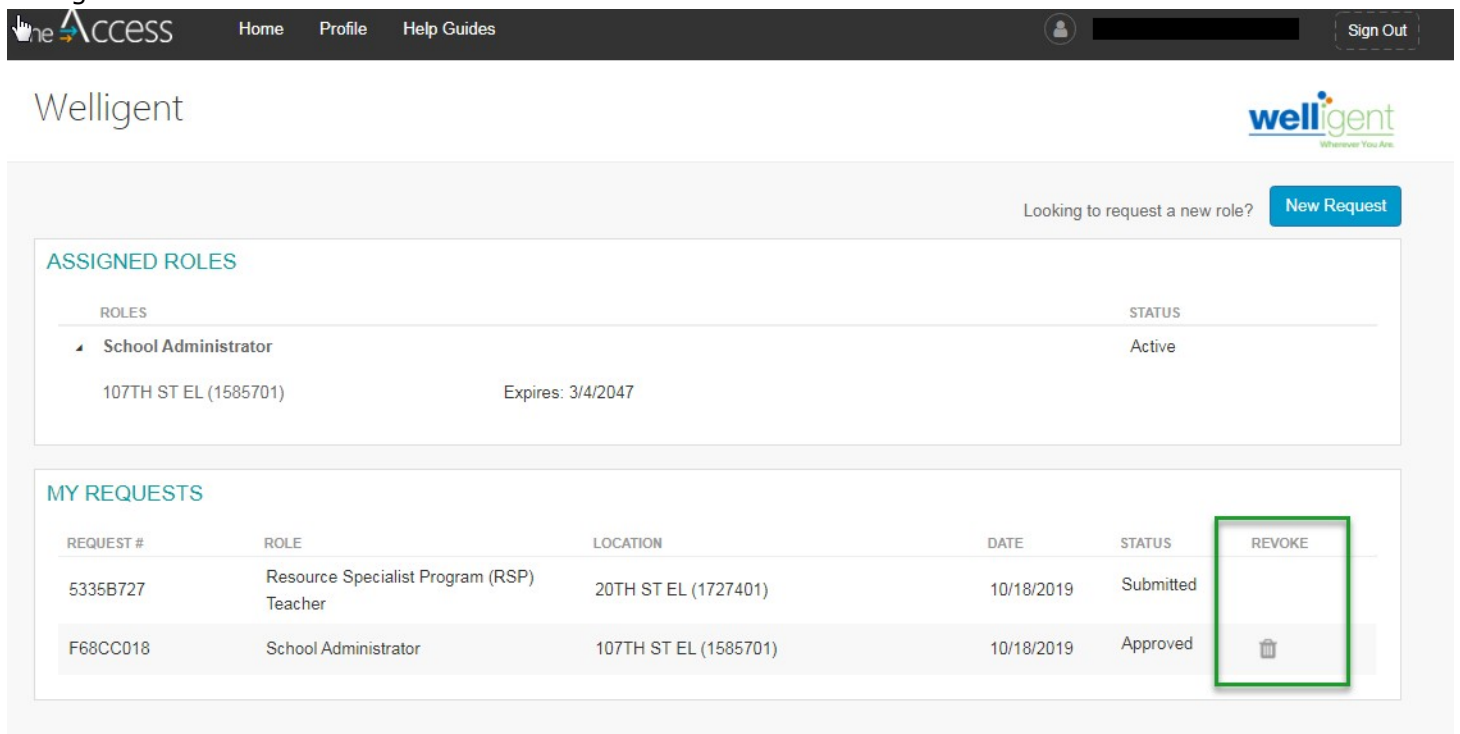
This screenshot is identical to the one above, but with a green box highlighting the 'STATUS' column in the 'MY REQUESTS' table. The 'Submitted' status for request 5335B727 and the 'Approved' status for request F68CC018 are clearly visible within this highlighted column.

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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.



The screenshot shows the Welligent user interface. At the top, there is a navigation bar with 'Home', 'Profile', and 'Help Guides' links, along with a user profile icon and a 'Sign Out' button. The main content area is titled 'Welligent' and features a 'New Request' button. Below this, there are two sections: 'ASSIGNED ROLES' and 'MY REQUESTS'.

ASSIGNED ROLES

ROLES	STATUS
<ul style="list-style-type: none"> School Administrator <p>107TH ST EL (1585701) Expires: 3/4/2047</p>	Active

MY REQUESTS

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
5335B727	Resource Specialist Program (RSP) Teacher	20TH ST EL (1727401)	10/18/2019	Submitted	REVOKE
F68CC018	School Administrator	107TH ST EL (1585701)	10/18/2019	Approved	REVOKE

The 'REVOKE' button in the 'MY REQUESTS' table is highlighted with a green box.

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The role of 'School – ADR-S Designee' will be sent to the Local District Special Education Administrator (SEA) for approval. All other Welligent roles for schools are approved by the Site Administrator/Principal.

Once the approver has approved your application, your access request will be submitted to Welligent for processing. Welligent accounts are processed Monday through Saturday, on an hourly basis. If you require assistance, please contact the Welligent Support Helpdesk at (213) 241-5200.