

Request Access to Whole Child Integrated Data

Purpose

The primary purpose of this job aid is to provide guidelines to LA Unified employees on how to request and manage Whole Child Integrated Data user roles and track their processing status, via the oneAccess application portal.

Why must I do this?

oneAccess is the system of record for Whole Child Integrated Data user account management. While most school-based roles are granted automatic access based on their HR record, special cases require an access request to be submitted via oneAccess. For example:

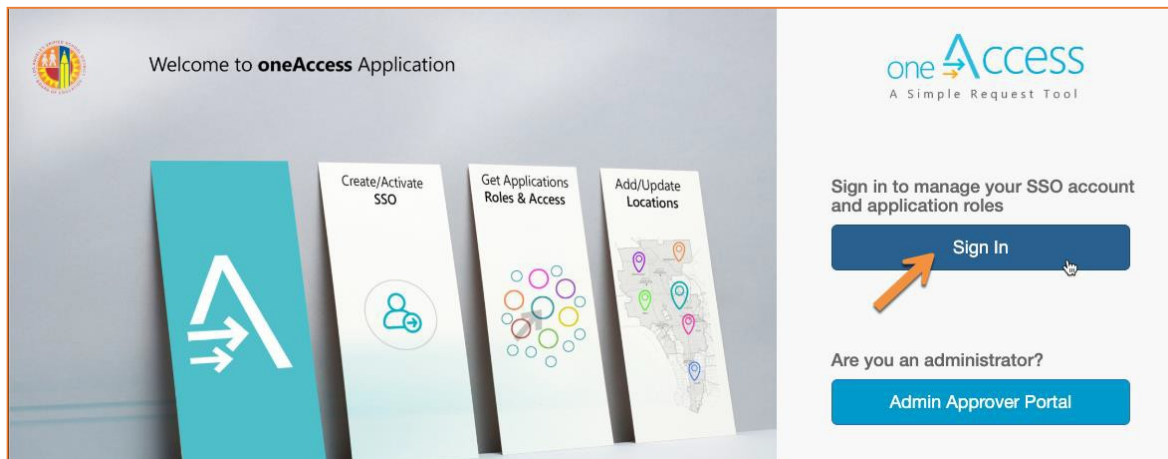
- “I tried to log in and received an ‘Access Denied’ message.”
- “I need school-wide access.”
- “I need access to other locations.”

Before you get started...

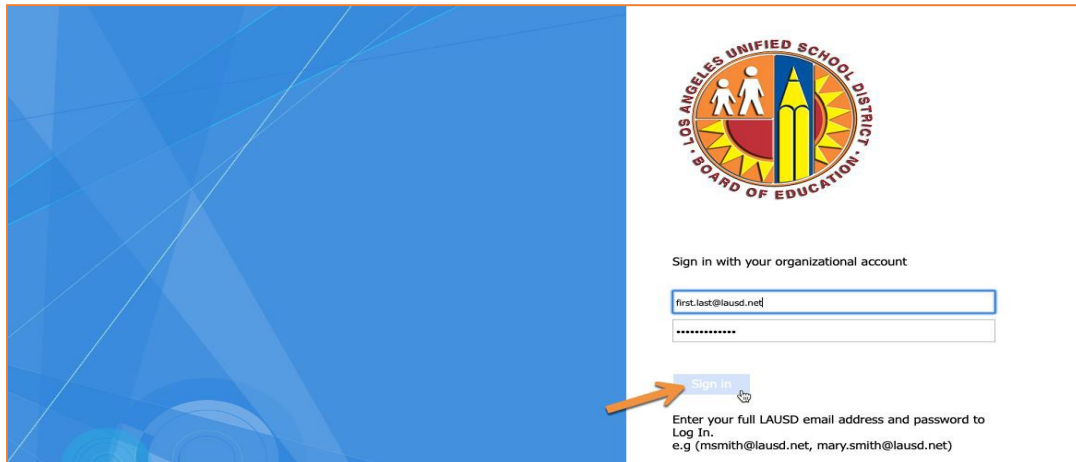
- You must have an active LAUSD single sign on (SSO) account prior to applying for user roles in oneAccess – please activate and/or update your SSO profile prior to using the platform.
- Determine the campus and/or school location(s) you will need access to prior to applying online.

Procedure – Request Access/Roles in Whole Child Integrated Data

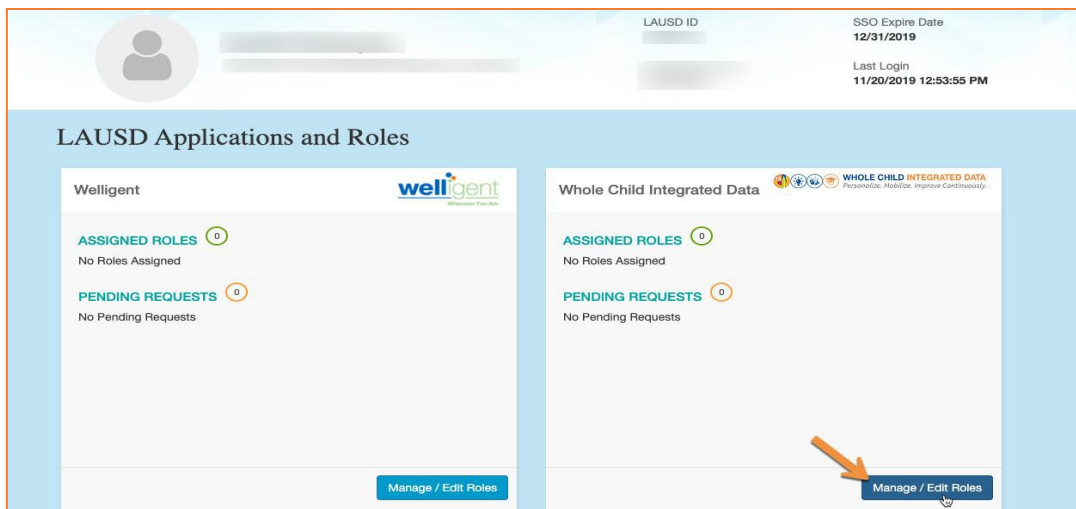
1. Access oneAccess at <https://oneaccess.lausd.net>, and click **Sign In** from the landing page.



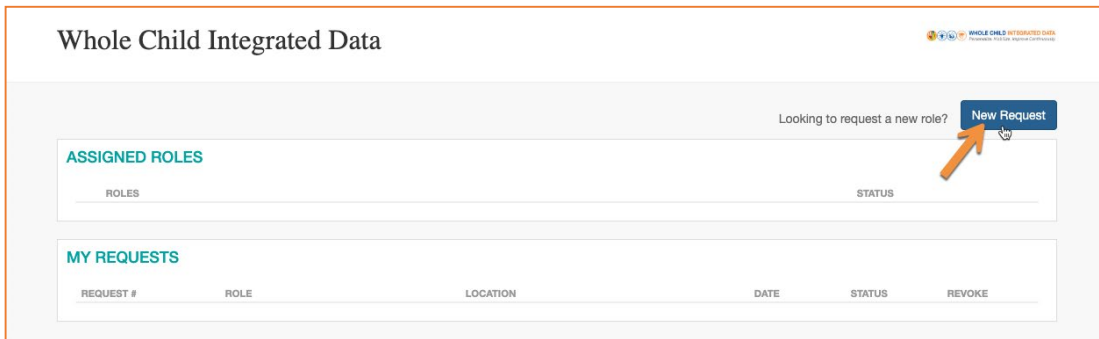
2. Log in using your **single sign-on (SSO)** credentials.



3. Under Whole Child Integrated Data, click **Manage / Edit Roles**.



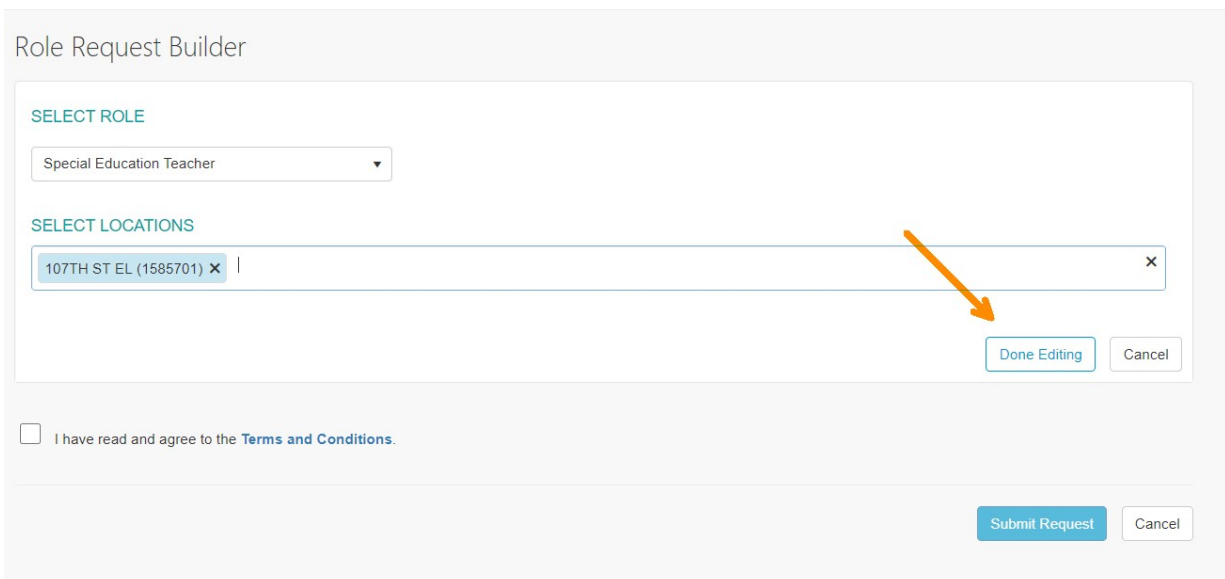
4. Click **New Request**.



5. In the Role Request Builder, select your role based on the description provided in the User Roles table on page 5 of this document. Then select the **location(s)** to which you need access and click **Done Editing**.

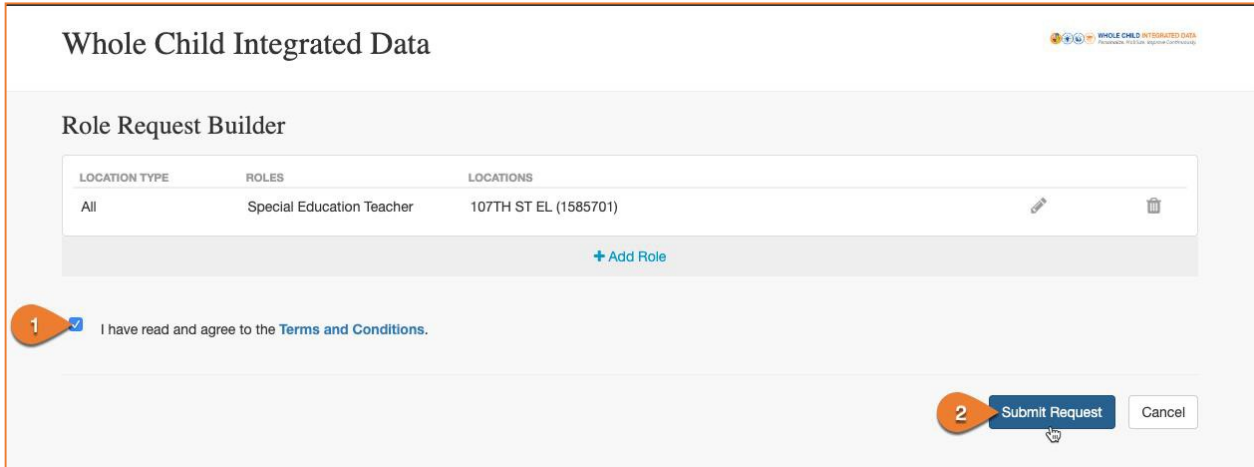
Notes: You **CANNOT** select more than one role. The options displayed in the Select Locations drop-down menu are dependent on your selection in the Select Role drop-down menu.

Whole Child Integrated Data

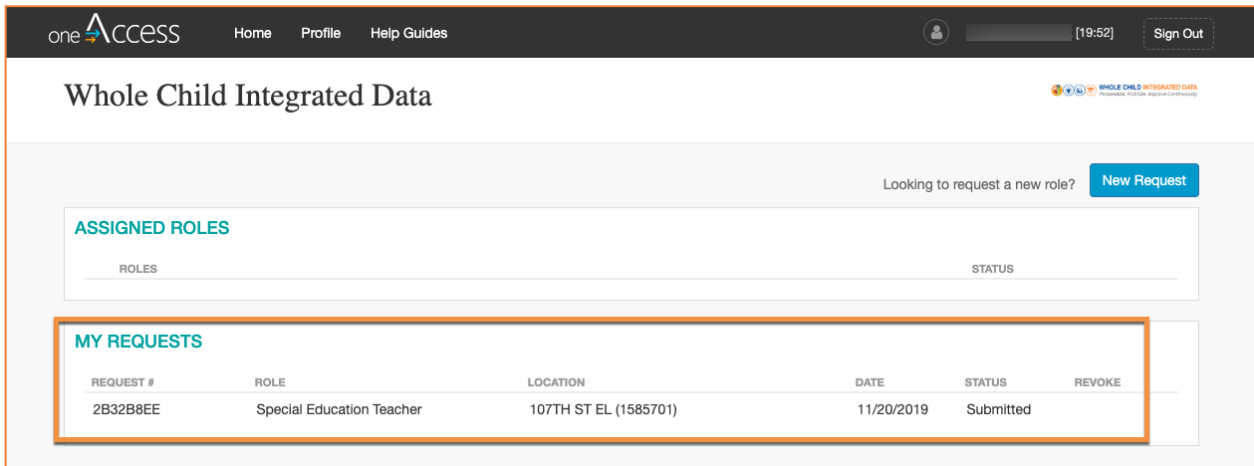


- After reviewing the Terms and Conditions (i.e., the Acceptable Use Policy), (1) check the box next to **“I have read and agree to the Terms and Conditions.”** and (2) click **Submit Request**.

Note: You cannot request more than one role. Do not click **+ Add Role**. If you create more than one role request, the last request received will be the only one processed.



- On the Whole Child Integrated Data page in oneAccess, you will see the pending request under **My Requests**.



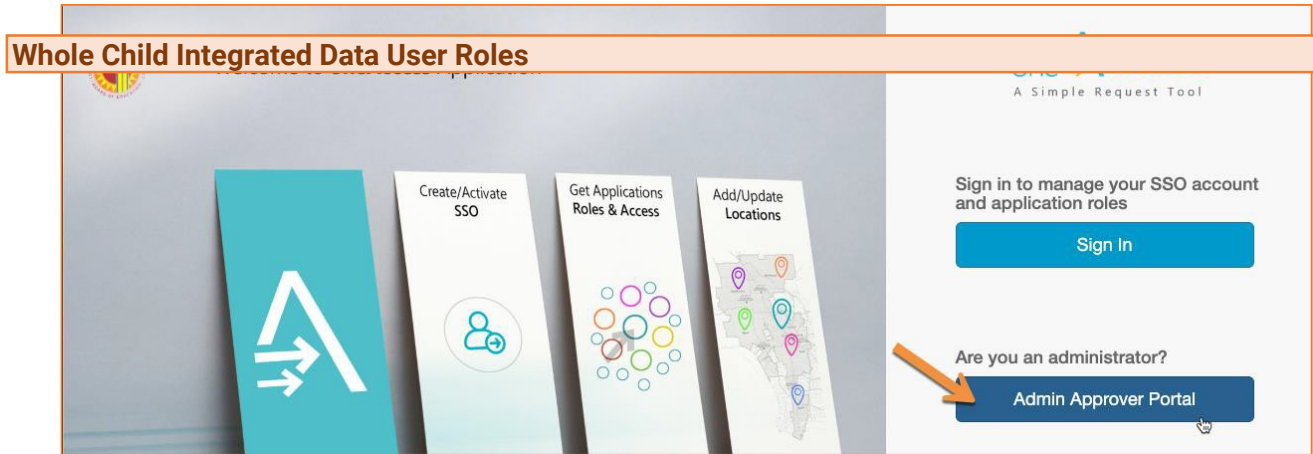
Note: The processing status of the request will display in the Status column. A description of each status is shown below:

Request Status	Description
Submitted	User has submitted role request, pending administrator approval
Approved	Administrator has approved user role request
Canceled	Approved role has been successfully revoked
Cancel Requested	The system is currently processing a request to revoke a user role
Expired	The request for access has expired. If an approver does not approve or decline a request within 7 days, it expires, and the requestor is notified.
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

Once a role is approved, the user will see the status **Approved** as well as a recycle bin icon under the column **Revoke**. The user may utilize the revoke button to remove any approved role in Whole Child Integrated Data.

Request Approval

- The designated administrator will automatically receive the request. To approve it, they must go to oneAccess and log into the **Admin Approver Portal**.



Role Name	Role Descriptions
Academic Counselor	This role is for Secondary Academic Counselors assigned to a campus/school. Users have access to all students in assigned campus/school.
Assistant Principal	Users have access to all students in assigned campuses. Data is accessible at the school level or by impersonating a teacher/student support staff currently assigned to school. (HR staff data is not included.)
Board Member Office	This role is available to individuals who work in a Board member’s office. Users have access to summary level data for all locations in LAUSD.
Central Office	Default role for all Central Office users. Users have access to all locations in LAUSD.
Central Office Special Education	In addition to Central Office User access, this role receives access to the SWD Caseload View.
Central Office Student Health and Human Services	In addition to Central Office User access, this role receives access to the SHHS Caseload View to see progress for students enrolled in the Foster Youth and Homeless Education Programs.
CoS Administrator	Users have access to administrator’s data for the schools in the applicable Community of Schools (CoS). This role includes the ability to impersonate a principal within the CoS. *Note: This role has a prerequisite; user requesting access must be represented by AALA.

Role Name	Role Descriptions
CoS Staff	Users have access to non-administrator data for the schools in the applicable Community of Schools (CoS). This role includes the ability to impersonate an assistant principal within the CoS.
Homeless and Foster Counselor	This role is available to individuals who work in the Foster Youth and Homeless Education Programs. Users have access to all students in LAUSD. Data is accessible by choosing a location.
Local District	Users have access to all locations within the assigned local district.
Non-Admin. Student Support	Users have access to non-administrative student information for a campus. Users assigned this role may have multiple campuses assigned to them (each respective principal must approve).
Principal*	Users have access to all students in assigned campuses. Data is accessible at the school level or by impersonating a teacher/student support staff currently assigned to school. *Note: This role has a prerequisite; user requesting access must be a principal or an assistant principal.
PSA Counselor	This role is available to PSA Counselors, Coordinators, and Aides. Users will have access to all locations in LAUSD. Data is accessible by choosing a location.
PSW Counselor	This role is available to PSW Counselors. Users have access to all locations in LAUSD. Data is accessible by choosing a location.
Special Education Teacher	This role is available to SPED Teachers and RSPs. Users have access to students based on their class roster from MISIS. Users also have access to all students in assigned schools within assigned caseload in Welligent.com.
SPED Service Provider	This role is available to individuals with the HR job title of Speech & Language Pathologist/Assistant. Users have access to all students in assigned campuses.

More Information

For more information about Whole Child, go to the Whole Child Integrated Data website:
<https://achieve.lausd.net/wholechild>.

For technical support, go to the [ITD Help Desk](#). Live chat, telephone, and online, software application ticket submission options are available.