

# Daily Pass Job Aid - Employees/Students

## **Step 1 – Click on Link provided and enter LAUSD Email and SSO Password**

Using the link provided (<https://lausd-rts.powerappsportals.com/home>), click on Employee/Student. You will be redirected to a screen where you will enter your LAUSD Single Sign-On (SSO) password.

LA UNIFIED

RESOURCES ENGLISH - SIGN IN

Welcome to Los Angeles Unified's Daily Pass! Your one-stop shop for a safer return to campus and to work. Employees, parents and students will be able to book their COVID-19 test appointments, get test results and answer the daily health check screening questions in an effort to do the best we can to keep ourselves and others as safe as possible. If you are a parent, you will need your Parent Portal Account. If you do not have a Parent Portal account, please register here: <https://tst-parentws.lausd.net/parentauthen/register.jsp?app=passport>

You may also contact your school site or call the Los Angeles Unified Hotline at 213-443-1300 for assistance with opening a Parent Portal account. Employees, contractors and students can use their single-sign on (LAUSD email address) when selecting "Employees/Students" below.

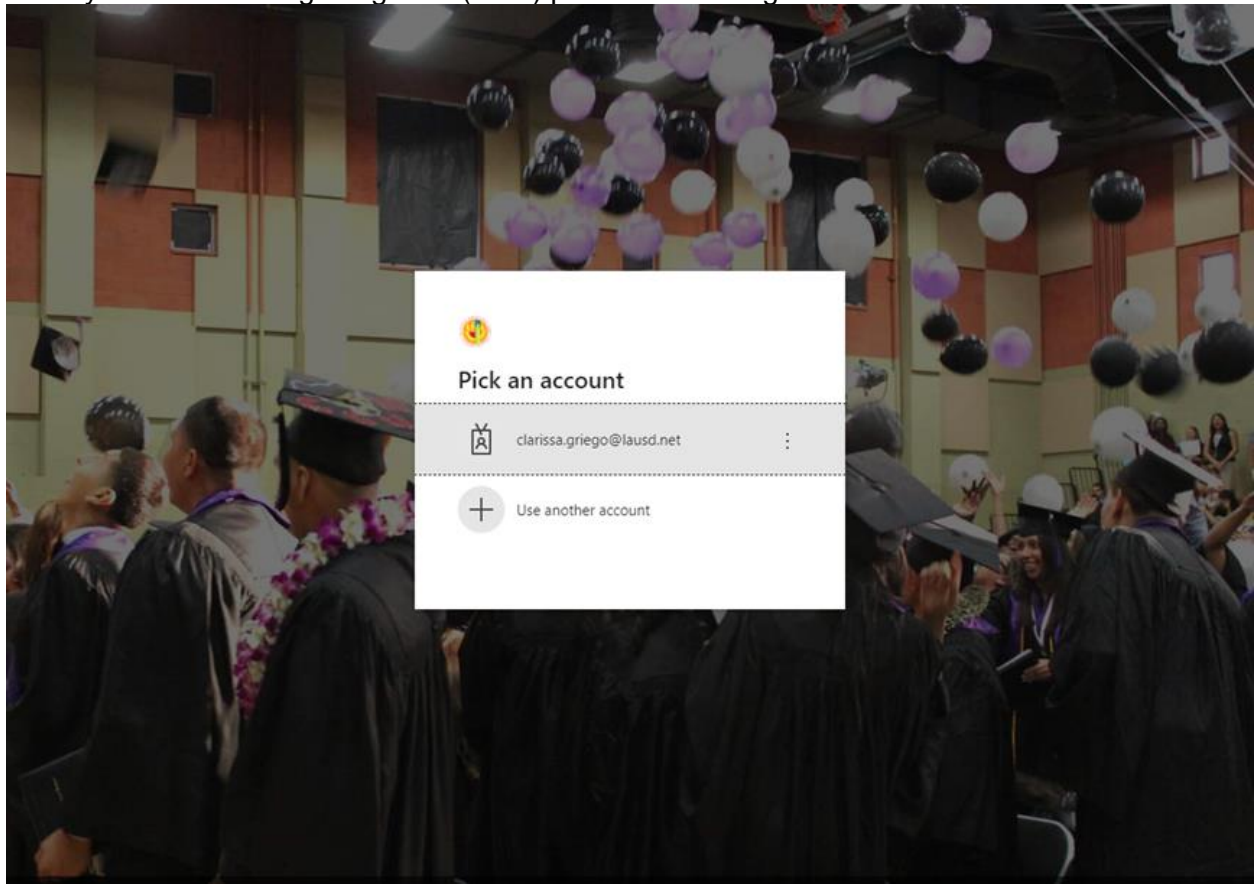
Sign in using one of the options listed below.

PARENTS

EMPLOYEES/STUDENTS

**Step 2 – Enter LAUSD Email and SSO Password**






Enter your LAUSD Single Sign-On (SSO) password and sign in.



### Step 3 - Get a Daily Pass

After signing into the Daily Pass Portal, click on “Get Daily Pass”.

The screenshot shows the top navigation bar of the LA Unified Daily Pass Portal. The header is teal with white text. On the left, it says "LA UNIFIED". On the right, there are links for "HOME", "TEST RESULTS", "MESSAGES", "RESOURCES", "ENGLISH" (with a dropdown arrow), and "NANCY CEBALLOS" (with a dropdown arrow). Below the header, a teal banner says "Welcome NANCY". The main content area is white and contains five menu items, each with an icon, a text label, and a right-pointing chevron:

-  **BOOK AN LAUSD COVID-19 TEST APPOINTMENT** >
-  **SUBMIT EXTERNAL COVID-19 TEST RESULT** >
-  **GET DAILY PASS** >
-  **VIEW DAILY PASS** >
-  **GUEST DAILY PASS** >

#### **Step 4 – Search for a Location**

After selecting “Get Daily Pass” you will be asked to select a location. You can search for a location by typing in the name or using the dropdown. Once you have selected the site, click “Next”.



### Select Location Below

For an easier search, type the first letters to look up a location.

NEXT

### **Step 5 - Respond to Statement 1 and 2 of the of the Daily Health Check**

After clicking “Next” you will be directed to two statements; the first called a “Daily Health Check that you must read and respond to. After responding to the first statement and clicking “Accept”, you will be directed to a second statement that asks you to agree with the statement listed.

#### **STATEMENT 1 - DAILY HEALTH CHECK**



### **Take the daily health check**

We can help protect the community by practicing healthy behaviors that decrease the risk of getting COVID-19. COVID-19 is commonly transmitted in homes. We successfully make our communities safer when:

- We wear face coverings at school and outside the home.
- We avoid inviting people into the home, other than those who need to be there.
- We minimize close physical contact, which increases your exposure to the virus. (Close physical contact is being next to anyone less than 6 feet away for more than 15 minutes. People who don't have symptoms can still transmit the virus.)

Our goal is to have everyone back to school as safely as possible. **Do you agree to commit to the safest behaviors possible and in so doing, keeping the schools safer?**

**ACCEPT**

## STATEMENT 2 - DO YOU AGREE?

### Do you agree with the following statements?

Do you agree with the following statements? Please respond as accurately and honestly as possible.

I am feeling well. I have not had any of the symptoms below in the past 14 days.

- Fever of 100 degrees or greater
- Shortness of breath or difficulty breathing
- Chills
- Fatigue (new or severe)
- Any of the following not due to a chronic condition
  - Cough
  - Congestion or Runny Nose
  - Muscle or body aches
  - Headache
  - Sore throats
  - Nausea/Vomiting
  - Diarrhea
  - Loss of taste or smell

I have not been in close physical contact with anyone with these symptoms, or a COVID-19 case, in the past 14 days.

I have not been informed by my medical provider that I have COVID-19 in the past 14 days.

I have not had a positive test result in the past 14 days.

I am not currently under a quarantine or isolation order.

I have been as safe as possible.

If you "disagree" with any of the above, you will not be allowed to enter a school or District office and you can schedule a COVID-19 test if you are an employee or student at <https://achieve.lausd.net/covidtestingappt>.

I AGREE

I DISAGREE

## Step 6 – Daily Pass Results Displayed


Based on your responses to the Statements, you will either be issued a Daily Pass or you will be directed to schedule a test at an LAUSD test site.

Clarissa Griego

DECEMBER 17  
Daily Pass

Going to

102ND ST EEC



Click to enlarge

CANCEL PASS

OR

### Looks like you aren't feeling well!

It is better for you to stay at home today.

Please schedule a COVID-19 test at: <https://achieve.lausd.net/covidtestingapp>. If you have concerns about your health, please contact your healthcare provider. For any additional information please contact L.A. Unified Community Engagement Team at (213) 725-5637. If you are an employee, please inform your supervisor about your absence. If you are a student, please have your parent or guardian inform the school about your absence.