

**MiSiS Production Mirror Access Request  
Form for School Based User Roles**



Los Angeles Unified School District  
Information Technology Division  
My Integrated Student Information System (MiSiS)  
<http://misis.lausd.net>

(Rev. 02/17/2022)

Please print all information. All fields are required unless marked 'optional'.

**NOTE: This form to be used for:**

- Requesting access to user roles in MiSiS Production Mirror

For School Personnel requesting access to MiSiS, users must apply via OneAccess  
<http://oneaccess.lausd.net>

**User Role Selection**

Use **A** to add one or more user roles.

**For ALL Schools**

- Categorical Programs Coordinator
- Counselor
- Office Manager
- Principal
- School Full Read
- School Limited Read
- Scheduling Administrator
- Special Education Provider

**PLEASE BE ADVISED:**

- Access will only be for the current academic year
- This Mirror environment will contain a copy of Production with data as of 10:00 PM from the previous night
- Any data added to this environment will be deleted every night as the data is refreshed.

The MiSiS Production Mirror can be accessed via:

<https://misispm.lausd.net/start/>

**Identification (to be completed by the user)**

Request Date: \_\_\_\_\_

Name (First) \_\_\_\_\_ (MI) \_\_\_\_\_ (Last) \_\_\_\_\_

Title \_\_\_\_\_ Employee No. \_\_\_\_\_

E-mail \_\_\_\_\_@lausd.net Phone ( ) \_\_\_\_\_ ext. \_\_\_\_\_

School/Office Name \_\_\_\_\_ Location Code \_\_\_\_\_

**Confidentiality Agreement**

As a user of the My Integrated Student Information System (MiSiS), I understand that I will have access to confidential student, family, and employee records. In addition:

- I understand that I am entrusted with protecting the information within this system, in accordance with LAUSD bulletins 1077.1 (Information Protection Policy) and 2469 (Pupil Records: Access, Confidentiality, and Notice of Education Rights), and state and federal confidentiality laws.
- I understand that I may not discuss information related to records with non-authorized employees.
- I understand that I must guard records from being viewed by non-authorized employees.
- I understand that sharing my Single Sign-On (SSO) username and password will result in immediate disciplinary action.
- I understand that I must meet all requirements of the Acceptable User Policy (Bulletin 999), located at the bottom right of the LAUSD website.

Violation of any of the terms above may result in disciplinary action, as specified in District bulletins 999 and 1077, as well as legal liability and/or penalty under state and federal confidentiality laws.

User's signature \_\_\_\_\_ Date \_\_\_\_\_

Site administrator's signature \_\_\_\_\_ Date \_\_\_\_\_ Site administrator's job title \_\_\_\_\_

Site administrator's full name (please print) \_\_\_\_\_@lausd.net  
Site administrator's email address \_\_\_\_\_

⇒ Please note: Site administrators are defined as principals or assistant principals. ⇐

**MiSiS Account Notification**

Optional: Please also notify the person below once the account is ready for use.

Name \_\_\_\_\_ Title \_\_\_\_\_ E-mail: \_\_\_\_\_@lausd.net

**\*\*\*\*\* MiSiS/ITD Use Only \*\*\*\*\***

( ) – Approved ( ) – Disapproved – Reason \_\_\_\_\_

MiSiS \_\_\_\_\_ Date \_\_\_\_\_ ITD Security \_\_\_\_\_ Date \_\_\_\_\_

Attach this form to an online ticket for MiSiS at: <https://lausd-myit.onbmc.com>

For assistance with creating and/or attaching a form to a ticket, please call the ITD Help Desk at (213) 241-5200, option 5.