

Recommended browser: Google Chrome

## PURPOSE

The primary purpose of this job aid is to provide guidelines to Nonpublic Contractors on how to request and manage Welligent user roles and track their processing status, via the **oneAccess** application portal.

## WHY MUST I DO THIS?

**oneAccess** replaces *EZ Access* as the system of record for Welligent user account management. Key features include easy tracking of role request status, a quick view of currently assigned user roles, and the ability to revoke access for previously approved roles.

## BEFORE YOU GET STARTED

- You must have an active LAUSD single sign on (SSO) account prior to applying for new user Welligent roles in **oneAccess** – please activate and/or update your SSO profile at <https://mylogin.lausd.net/> prior to using the platform.
- Determine the nonpublic school/agency location you will need access to prior to applying online.
- **oneAccess** is to be used for **all** requests beginning May 2019 – requests made prior to this date will need to be completed via the application process using *EZ Access*.

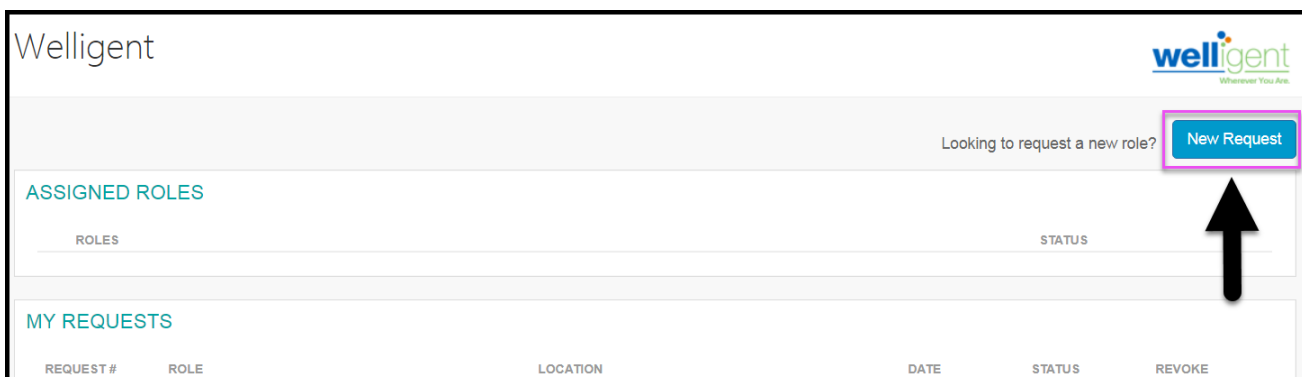
## LOG IN

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.

## PROCEDURE – REQUEST WELLIGENT ROLES

### MENU PATH

Welligent > Manage/Edit Roles > New Request



## PROCEDURE – REQUEST WELLIGENT ROLES, continued

- Step 1** Select **Location Type**. (Non-Public School or Non-Public Agency)
- Step 2** Select **User Type**. In this example, **Service Provider** was selected.
- Step 3** Select **Role**. In this example, **NPS - SLPA** was selected.
- Step 4** Select **Location**. In this example, **Contracted NPS** was selected.
- Step 5** Select **Supervisor**. (Select name of supervisor from dropdown list.)
- Step 6** Select **Welligent Request Type**. In this example, **New Welligent Account** was selected.
- Step 7** Click on the **Done Editing** button.

- Step 8** Click on the **+Add Role** button and repeat steps 1-7 to select additional user roles.

LOCATION TYPE	ROLES	LOCATIONS
Non-Public School	NPS - SLPA	Contracted NPS

You may select additional roles for the same nonpublic school/agency, or select various roles for other nonpublic schools/agencies. A completed sample is shown below.

LOCATION TYPE	ROLES	LOCATIONS
Non-Public School	NPA - PT	Contracted NPS
Non-Public School	NPS - School Caseload Mgr	Contracted NPS

## PROCEDURE – REQUEST WELLIGENT ROLES, continued

- Step 9** Select the **check box** agreeing to the **Terms and Conditions**. Click the hyperlink to display the Acceptable Use Policy (**AUP**) in a new browser window.
- Step 10** Click the **Submit Request** button to complete the role request.

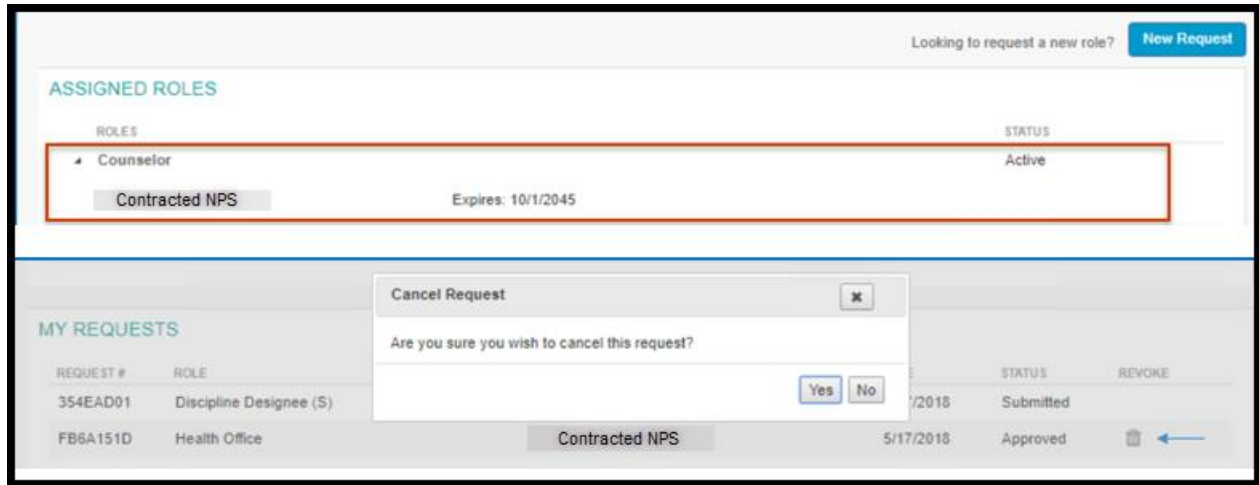
A request number is assigned to each pending role request. A different number is assigned to each request for a different location. A sample is shown below.

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
540E9A4B	NPS - School Caseload Mgr	Contracted NPS	4/4/2019	Submitted	
E0CE4727	NPA - PT	Contracted NPS	4/4/2019	Submitted	

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

Request Status	Description
<b>Submitted</b>	User has submitted role request, pending administrator approval
<b>Approved</b>	Administrator has approved user role request
<b>Canceled</b>	Approved role has been successfully revoked
<b>Cancel Requested</b>	The system is currently processing a request to revoke a user role
<b>Expired</b>	The role has expired based upon the expiration date of the role request, which is calculated on a role-to-role basis
<b>Rejected</b>	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**. This revoke button effectively removes the role from the user profile and s/he will no longer have the role in Welligent.



## HELPFUL INFORMATION AND REMINDERS

Selected contract based job classifications will receive pre-designated Welligent user roles once their assignment has been processed by the appropriate personnel office. **Additional roles must be applied for via oneAccess.**

For a description of nonpublic school and nonpublic agency Welligent user roles, click on the following link: <http://bit.ly/NPUserRoles>

In the event a request has been canceled or rejected, contact the approving supervisor at your employing nonpublic school or agency.