one Access

Requesting ESY Portal Access for School-Site Staff

The purpose of this document is to provide guidance to LAUSD school base staff on how to request ESY Portal user access. **OneAccess** has replaced **EZ Access.** Key feature for the ESY Portal is to process, on the behalf of the parents, ESY Parent Confirmation Letters.

For LRE Specialists or Program Specialists that need Local District Access, please contact Special Education Operations at 213-241-6701.

BEFORE YOU GET STARTED

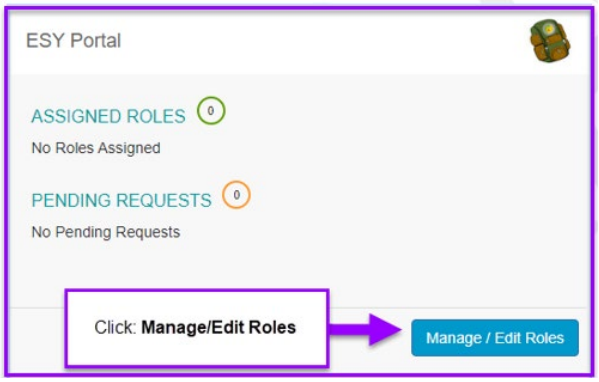
- You must have an active LAUSD single sign on (SSO) account prior to applying for a ESY Portal Access role in oneAccess
- Determine the role and school location(s) you will need access to before applying online.
- **Note that the preferred browser when using oneAccess is Chrome.**

LOG IN

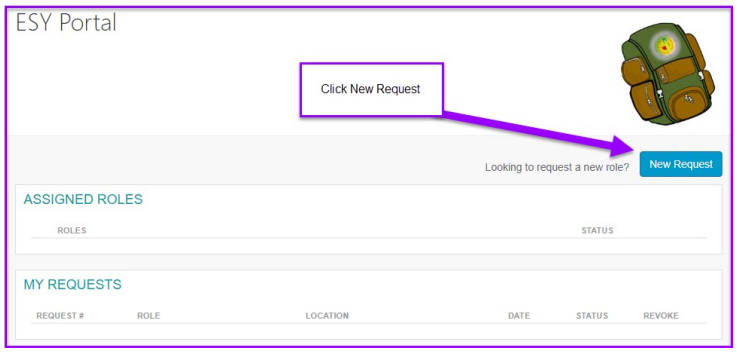
1. Access oneAccess at https://oneaccess.lausd.net, and click Sign In.
2. Log in using your single sign-on (SSO) credentials

Requesting Access

Step 1: On the ESY Portal tile, select “Manage/Edit Role



Step 2: Click “New Request”



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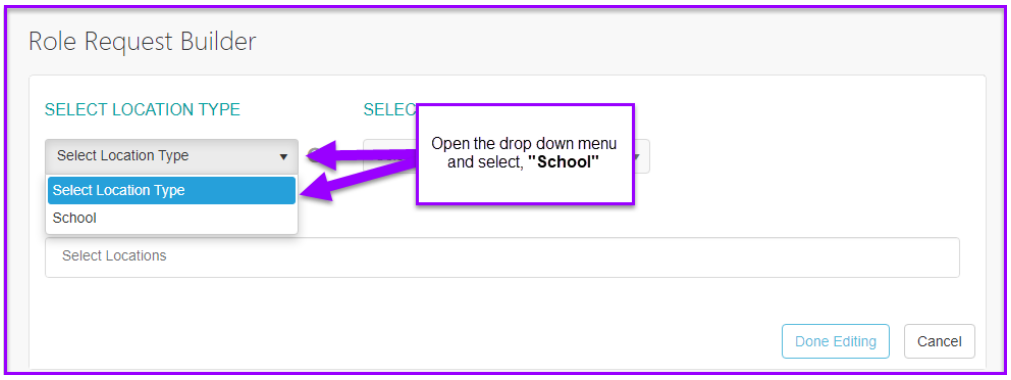
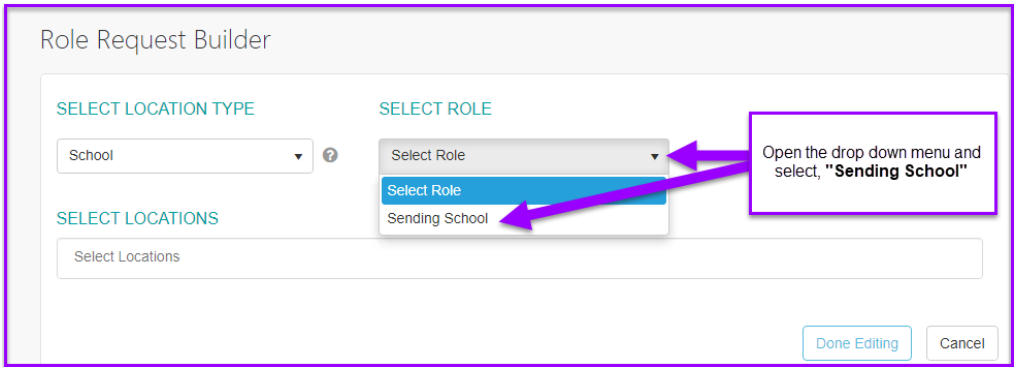
Step 3: A new window will appear, Role Request Builder. On this window, under *"Select Location Type"*, open the drop-down menu. Select "**School".**

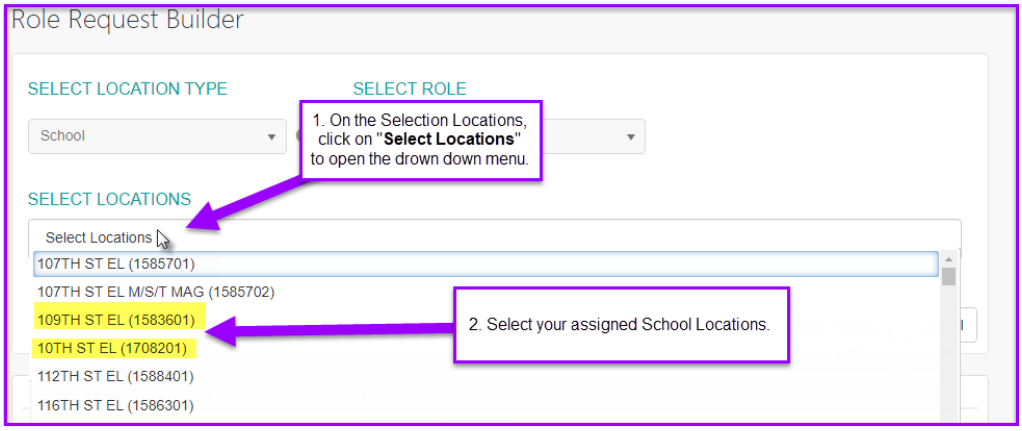


Step 4: On the *'Select Role" drop down menu, select* ***"Sending School"***

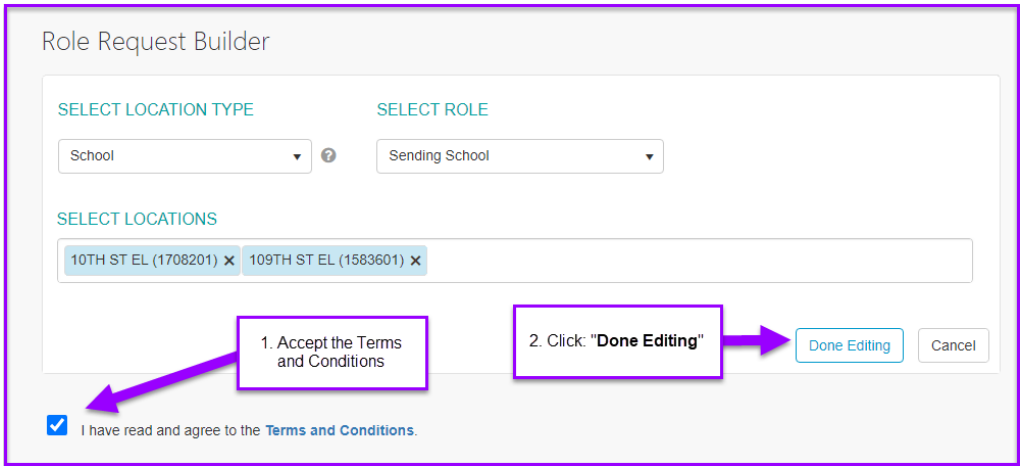
- The "Sending School" role is based on the Regular School Year.



Step 5: On the *"Select Locations"* drop down menu, select your assigned schools (system allows you to select multiple sites).

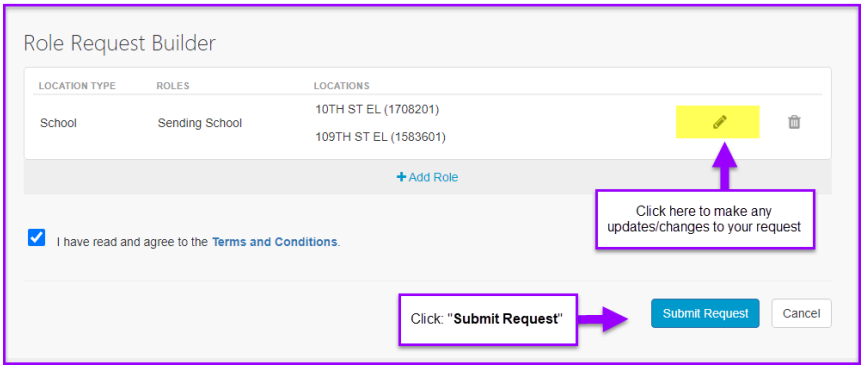


Step 6: First accept the “Terms and Conditions” by clicking on the check box, then click on “**Done Editing**”.



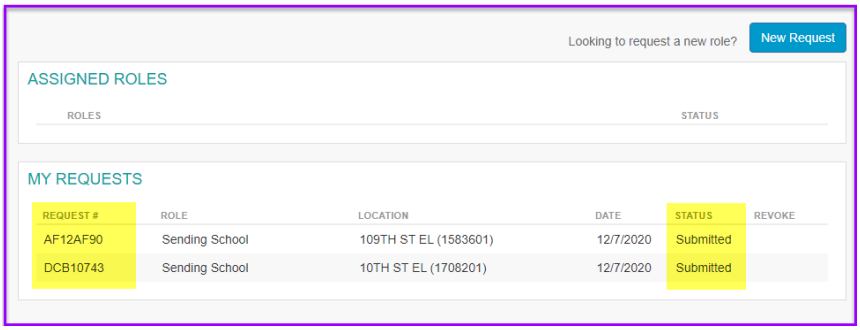
Step 7: A new window will open and it will display the Location Type, Role, and Locations you have selected. Please review the information and then click “**Submit Request**”.

*To make any changes or updates, you may click on the pencil icon. Edits will return you to Step 6 of this job aid.

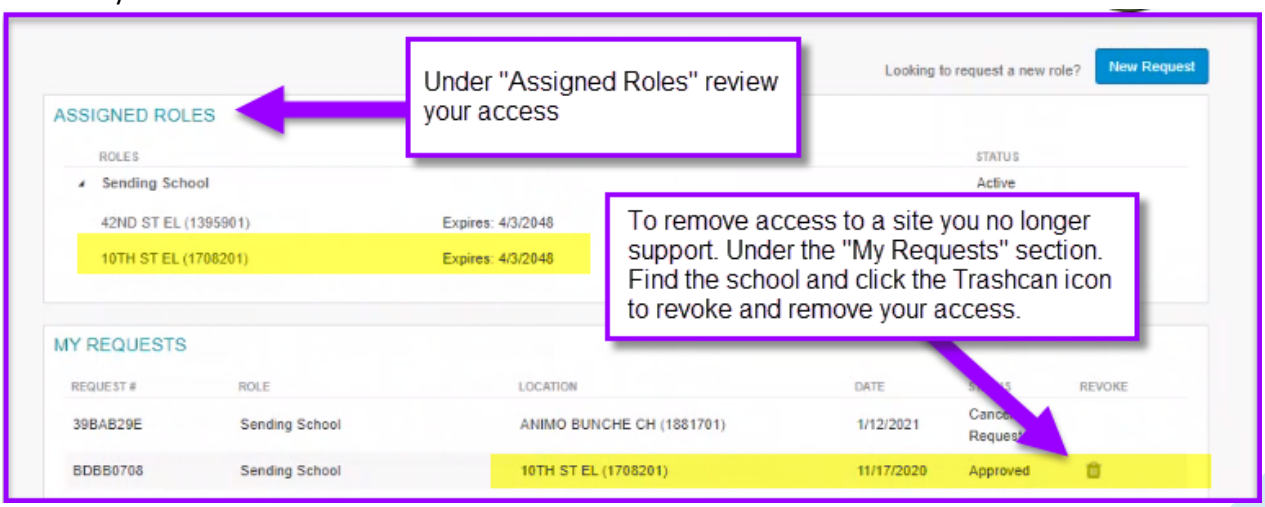


Requesting Status

A request number is assigned to each pending role request. A different number is assigned to each request for a different location and the status of each request is displayed (see highlighted).



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 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

Revoke/remove access: To remove access to a Site you no longer support. Click on the Trashcan icon to revoke. Once the access is removed, the status will be changed to "Cancel Requested" and will eventually be turned into "Canceled".