

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

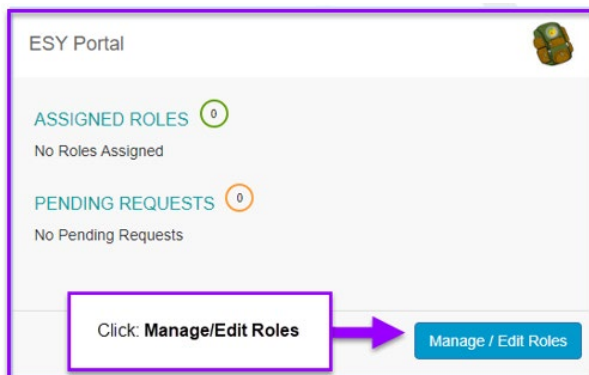
- You must have an active LAUSD single sign on (SSO) account prior to applying for a ESY Portal Access role in oneAccess
- Determine the role and school location(s) you will need access to before applying online.
- **Note that the preferred browser when using oneAccess is Chrome.**

LOG IN

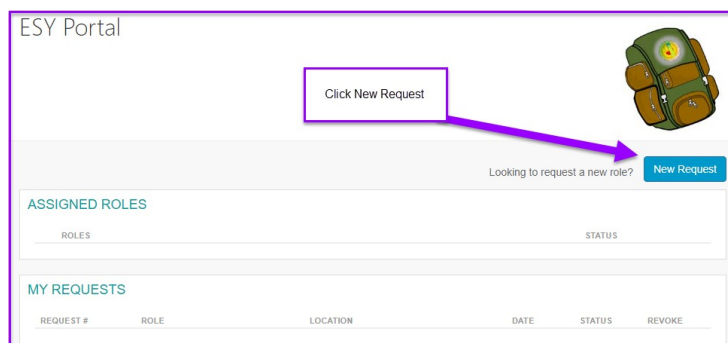
1. Access oneAccess at <https://oneaccess.lausd.net>, and click Sign In.
2. Log in using your single sign-on (SSO) credentials

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**”.

The screenshot shows the 'Role Request Builder' window. Under the 'SELECT LOCATION TYPE' section, a dropdown menu is open, showing 'Select Location Type' at the top and 'School' below it. A callout box with arrows pointing to the dropdown menu contains the text: 'Open the drop down menu and select, "School"'. Below the dropdown is a 'Select Locations' field. At the bottom right, there are 'Done Editing' and 'Cancel' buttons.

Step 4: On the “*Select Role*” drop down menu, select “**Sending School**”

- The “*Sending School*” role is based on the Regular School Year.

The screenshot shows the 'Role Request Builder' window. The 'SELECT LOCATION TYPE' dropdown is now set to 'School'. The 'SELECT ROLE' dropdown menu is open, showing 'Select Role' at the top and 'Sending School' below it. A callout box with arrows pointing to the dropdown menu contains the text: 'Open the drop down menu and select, "Sending School"'. Below the dropdown is a 'Select Locations' field. At the bottom right, there are 'Done Editing' and 'Cancel' buttons.

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

The screenshot shows the 'Role Request Builder' window. The 'SELECT LOCATIONS' dropdown menu is open, displaying a list of school locations. A callout box with an arrow pointing to the 'Select Locations' field contains the text: '1. On the Selection Locations, click on "Select Locations" to open the dropdown menu.' Another callout box with an arrow pointing to the selected items in the list contains the text: '2. Select your assigned School Locations.' The selected items are highlighted in yellow: '109TH ST EL (1583601)' and '10TH ST EL (1708201)'. Other items in the list include '107TH ST EL (1585701)', '107TH ST EL M/S/T MAG (1585702)', '112TH ST EL (1588401)', and '116TH ST EL (1586301)'. At the bottom right, there are 'Done Editing' and 'Cancel' buttons.

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

Role Request Builder

SELECT LOCATION TYPE SELECT ROLE

School Sending School

SELECT LOCATIONS

10TH ST EL (1708201) x 109TH ST EL (1583601) x

1. Accept the Terms and Conditions

2. Click: "Done Editing"

I have read and agree to the [Terms and Conditions](#).

Done Editing Cancel

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.

Role Request Builder

LOCATION TYPE	ROLES	LOCATIONS
School	Sending School	10TH ST EL (1708201)
		109TH ST EL (1583601)

+ Add Role

Click here to make any updates/changes to your request

Click: "Submit Request"

Submit Request Cancel

I have read and agree to the [Terms and Conditions](#).

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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).

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
AF12AF90	Sending School	109TH ST EL (1583601)	12/7/2020	Submitted	
DCB10743	Sending School	10TH ST EL (1708201)	12/7/2020	Submitted	

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".

Under "Assigned Roles" review your access

To remove access to a site you no longer support. Under the "My Requests" section. Find the school and click the Trashcan icon to revoke and remove your access.

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
39BAB29E	Sending School	ANIMO BUNCHE CH (1881701)	1/12/2021	Cancel Requested	
BDBB0708	Sending School	10TH ST EL (1708201)	11/17/2020	Approved	