

# Request Access to Focus Reporting & Dashboards

## Purpose

The primary purpose of this job aid is to provide guidelines to LA Unified employees on how to request and manage Focus Reporting & Dashboards user roles and track their processing status, via the oneAccess application portal.

Focus Reporting & Dashboards (Focus) is a web-based reporting application that strengthens LAUSD's reporting capability by integrating major systems used in the District. Focus consists of subject-specific dashboards, canned reports, and an ad hoc reporting capability.

### Why must I do this?

oneAccess is the system of record for Focus Reporting & Dashboards user account management. While most school-based roles are granted automatic access based on their HR record, special cases require an access request to be submitted via oneAccess:

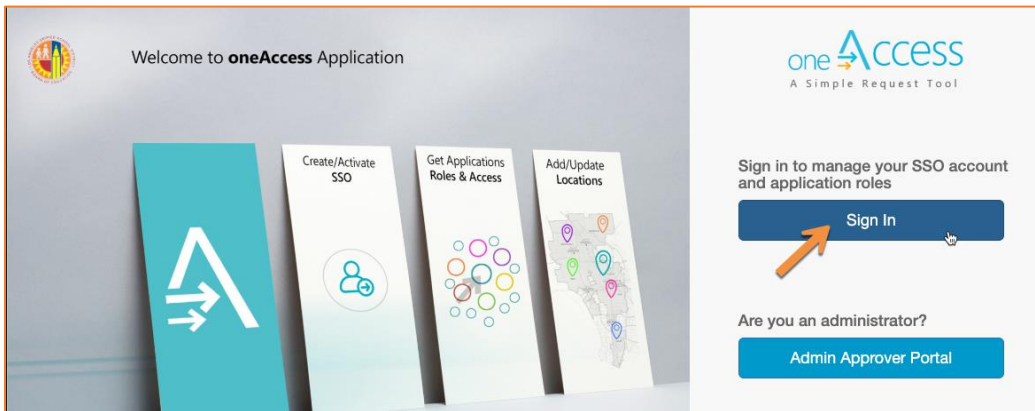
- "I tried to log in and received an 'Access Denied' message."
- "I need school-wide access."
- "I need access to other locations."

### Before you get started...

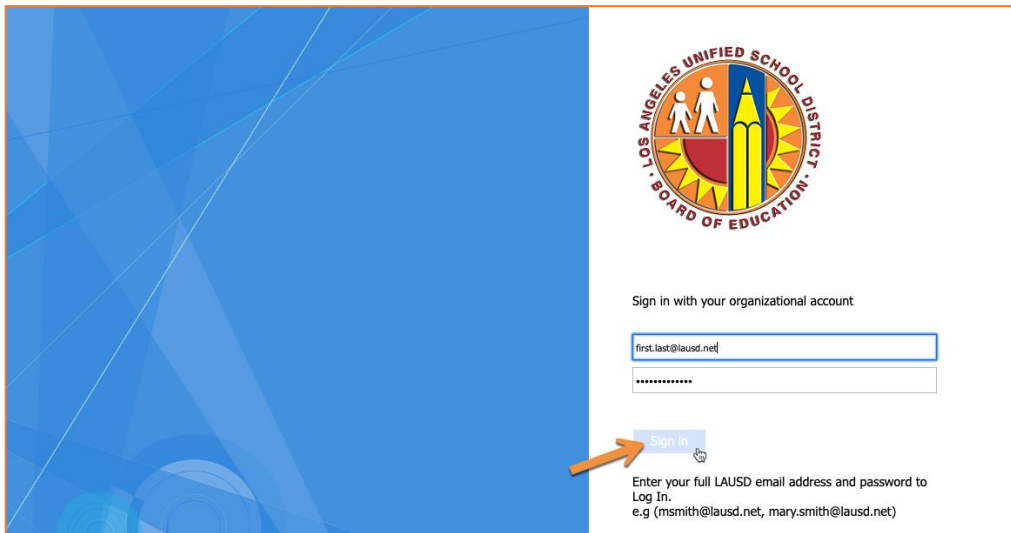
- You must have an active LAUSD single sign on (SSO) account prior to applying for user roles in oneAccess – please activate and/or update your SSO profile prior to using the platform.
- Determine the campus and/or school location(s) you will need access to prior to applying online.

## Procedure – Request Access/Roles in Focus Reporting & Dashboards

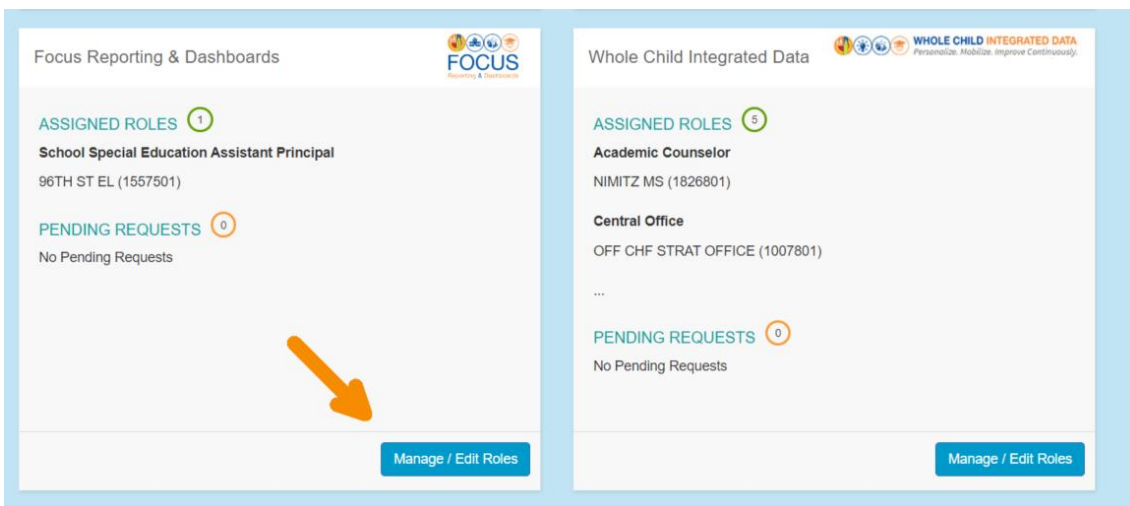
1. Access oneAccess at <https://oneaccess.lausd.net>, and click **Sign In** from the landing page.



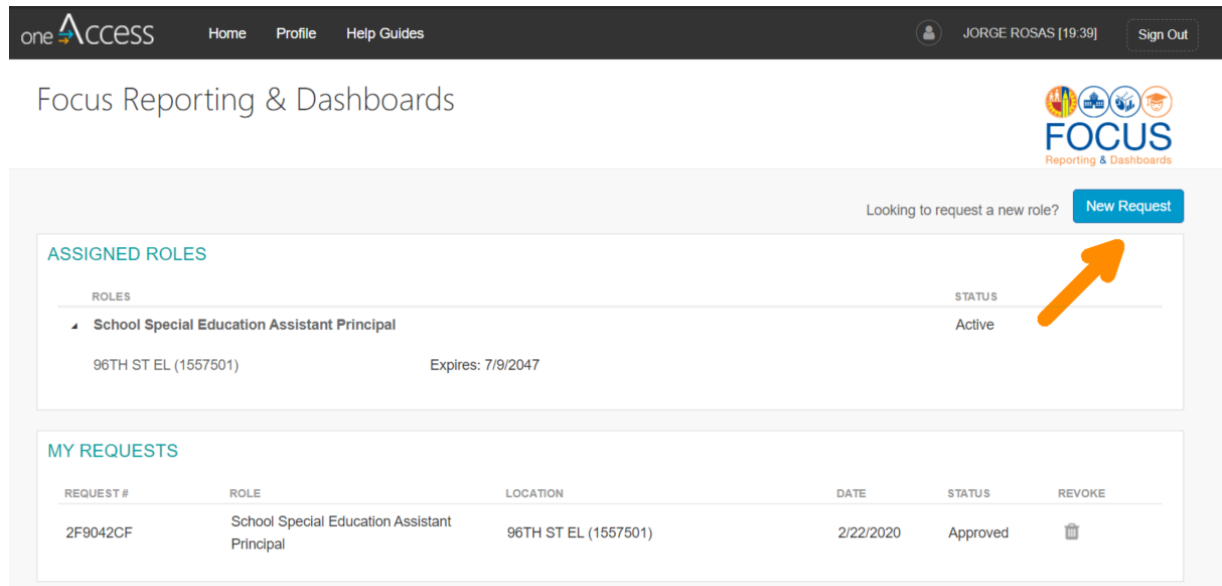
2. Log in using your **single sign-on (SSO)** credentials.



3. Under Focus Reporting & Dashboards, click **Manage / Edit Roles**.



4. Click **New Request**.




Looking to request a new role? [New Request](#)

**ASSIGNED ROLES**

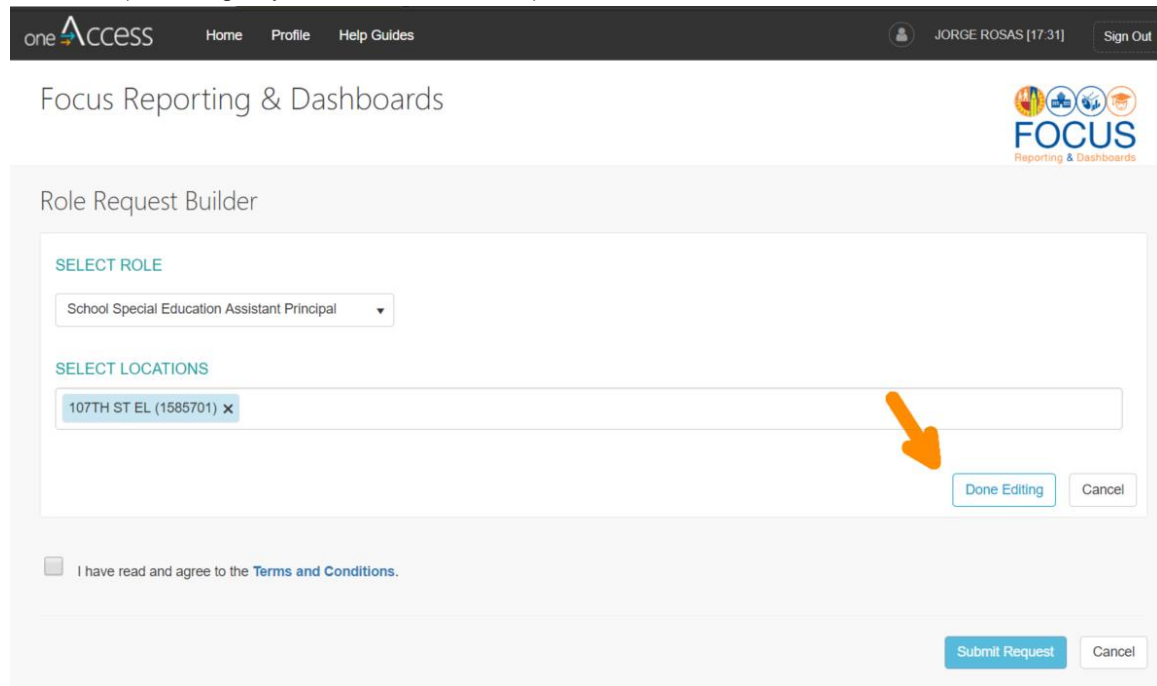
ROLES	STATUS
<ul style="list-style-type: none"> <li>School Special Education Assistant Principal</li> </ul> <p>96TH ST EL (1557501) Expires: 7/9/2047</p>	Active

**MY REQUESTS**

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
2F9042CF	School Special Education Assistant Principal	96TH ST EL (1557501)	2/22/2020	Approved	

5. In the Role Request Builder select your **role** (see Focus Reporting & Dashboards user roles below) and the **location(s)** to which you need access. After making selections, click **Done Editing**.

**Note:** You are allowed to request multiple locations for the same role. You **CANNOT** have multiple roles. If you have a role, and you make a request for a new role, your previous access will reset (including any locations associated).



**Role Request Builder**

**SELECT ROLE**

School Special Education Assistant Principal

**SELECT LOCATIONS**

107TH ST EL (1585701) x

[Done Editing](#) [Cancel](#)

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

[Submit Request](#) [Cancel](#)

- After reviewing the Terms and Conditions (i.e., the Acceptable Use Policy), (1) check the box next to **“I have read and agree to the Terms and Conditions.”** Then, (2) click **Submit Request**.

**Note:** You cannot request more than one role. Do not click **+ Add Role**. If you create more than one role request, the last request received will be processed.

oneACCESS Home Profile Help Guides JORGE ROSAS [10:32] Sign Out

Focus Reporting & Dashboards

### Role Request Builder

LOCATION TYPE	ROLES	LOCATIONS		
All	School Special Education Assistant Principal	107TH ST EL (1585701)		

[+ Add Role](#)

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

[Submit Request](#) [Cancel](#)

- On the Focus Reporting & Dashboards page in oneAccess, you will see the pending request under **My Requests**.

oneACCESS Home Profile Help Guides JORGE ROSAS [19:59] Sign Out

Focus Reporting & Dashboards

Looking to request a new role? [New Request](#)

### ASSIGNED ROLES

ROLES	STATUS

### MY REQUESTS

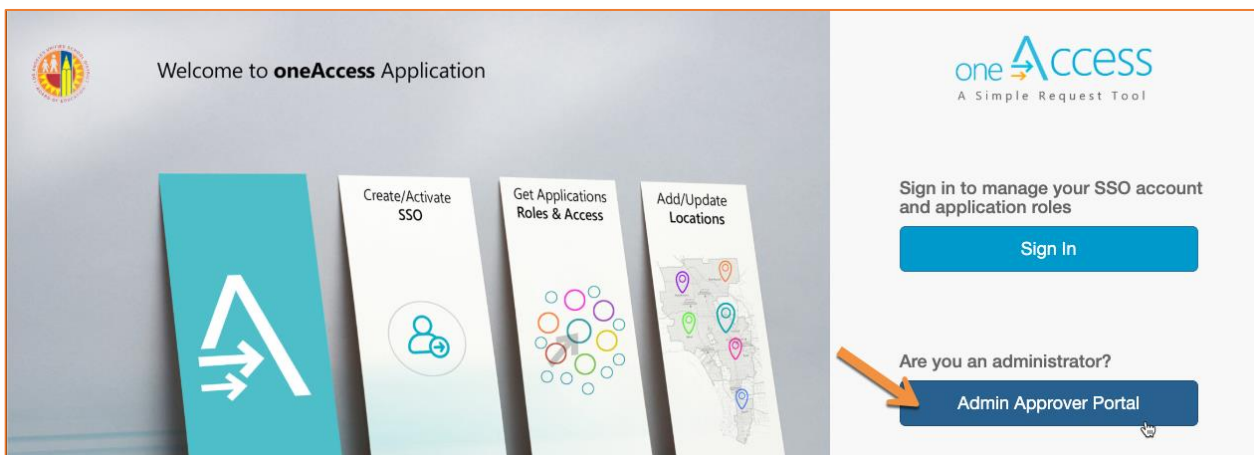
REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
A6715E91	School Special Education Assistant Principal	107TH ST EL (1585701)	3/6/2020	Submitted	
2F9042CF	School Special Education Assistant Principal	96TH ST EL (1557501)	2/22/2020	Canceled	

Note: 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 Focus Reporting & Dashboards.

- Your administrator will automatically receive the request. To approve it, they must go to oneAccess and log into the **Admin Approver Portal**.



### Focus Reporting & Dashboards Data User Roles

Role Name	Role Descriptions
<b>Central Office</b>	This role is for Central Office access to all open dashboard and subject areas. Users will have access to all locations in LAUSD, open dashboards, and subject areas. Users can compose reports (Composer)
<b>Central Office Early Childhood Education Div.</b>	This role is for Central Office Early Childhood Education Div. (Early Ed) staff assigned to a Central Office. Users will have access to all locations in LAUSD, exclusive Early Ed dashboards, subject areas, and open content. Users can compose reports (Composer).
<b>Central Office Food Services Div.</b>	This role is for Food Services Division (FSD) staff assigned to a Central Office. Users will have access to all locations in LAUSD, exclusive FSD dashboards, subject areas, and open content. Users can compose reports and publish reports (Publisher).

Role Name	Role Descriptions
<b>Central Office GATE</b>	This role is for Gifted and Talented Programs (GATE) staff assigned to a Central Office. Users will have access to all locations in LAUSD, access to exclusive GATE dashboards, subject areas, open content, and can compose and publish reports (Publisher).
<b>Central Office Human Resources</b>	This role is for Central Office Human Resources Div. (HR) staff assigned to a Central Office. Users will have access to all locations in LAUSD, exclusive HR dashboards, subject areas, and open content. Users can compose reports (Composer).
<b>Central Office ITD Help Desk</b>	This role is for ITD Help Desk and support staff. Users will have access to all locations in LAUSD, supported dashboards, subject areas, and open content. Users can compose and publish reports (Publisher).
<b>Central Office MMED</b>	This role is for Multilingual and Multicultural Education Department (MMED) assigned to a Central Office. Users will have access to all locations in LAUSD, exclusive MMED dashboards, subject areas, and open content. Users can compose and Publish reports (Publisher).
<b>Central Office Pupil Services</b>	This role is for Pupil Services staff assigned to a Central Office. Users will have access to all locations in LAUSD, access to exclusive Pupil Services content, Open content, and can compose and publish reports (publisher).
<b>Central Office Special Education Div.</b>	This role is for Division of Special Education (SPED) staff assigned to a Central Office. Users will have access to all locations in LAUSD, exclusive SPED dashboards, subject areas, and open content. Users can compose reports (Composer).
<b>Local District</b>	Users will have access to all locations within the Local District, open dashboards, and subject areas. Users can compose reports (Composer).
<b>School Non-Admin. Student Support</b>	This role is for Non-Administrative Staff at a School. Users will have access to school information, open dashboards, and subject areas. Users can compose reports (Composer).
<b>School Principal</b>	This role is for Administrative (Admin.) staff assigned at a School. Users will have access to exclusive Admin. dashboards, subject areas, and open content. Users can compose and Publish reports (Publisher).
<b>School Special Education Assistant Principal</b>	This role is for Special Education Assistant Principal (SPED Admin.) staff assigned at a School. Users will have access to exclusive Admin. dashboards, subject areas, and open content. Users can compose reports (Composer).

### More Information

For more information about the Focus Reporting & Dashboards platform, or to receive technical support, go to the Focus Reporting & Dashboards website: <https://achieve.lausd.net/focus>.