

## Requesting Welligent Access for School-Site Staff

The purpose of this document is to provide guidance to LAUSD school base staff on how to request and manage Welligent user roles that require manual activation and to track their processing status, via the **oneAccess** portal. Beginning October 25<sup>th</sup>, 2019, **oneAccess** replaced the User-ID Form for school based LAUSD employees requesting Welligent accounts. Key features include tracking role request status, administrator review of currently assigned Welligent roles, and the ability to revoke approved roles.

### BEFORE YOU GET STARTED

- You must have an active LAUSD single sign on (SSO) account prior to applying for a Welligent 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.
3. Select Welligent Manage/Edit Roles

The screenshot displays the 'oneACCESS' portal interface. At the top, there is a navigation bar with 'Home', 'Profile', and 'Help Guides' links, along with a 'Sign Out' button. Below the navigation bar, a user profile section shows 'Employee' and fields for 'LAUSD ID', 'SSO Expire Date', 'Contract End Date', and 'Last Login'. The main content area is titled 'LAUSD Applications and Roles' and is divided into four panels:

- MISIS**: Shows 'ASSIGNED ROLES' (No Roles Assigned) and 'PENDING REQUESTS' (No Pending Requests). A 'Manage / Edit Roles' button is at the bottom.
- Schoology**: Shows 'ASSIGNED ROLES' (No Roles Assigned) and 'PENDING REQUESTS' (No Pending Requests). A 'Manage / Edit Roles' button is at the bottom.
- Welligent**: Shows 'ASSIGNED ROLES' with 'School Administrator' (107TH ST EL (1585701)) and 'Resource Specialist Program (RSP) Teacher' (20TH ST EL (1727401)). It also shows 'PENDING REQUESTS' (No Pending Requests). A green arrow points to the 'Manage / Edit Roles' button at the bottom.
- OneAccess User Portal**: Shows 'ASSIGNED ROLES' (No Roles Assigned) and 'PENDING REQUESTS' (No Pending Requests). A 'Manage / Edit Roles' button is at the bottom.

## Requesting Welligent Access for School-Site Staff

### 4. Select **New Request**

Welligent

Looking to request a new role? **New Request**

**ASSIGNED ROLES**

ROLES	STATUS

**MY REQUESTS**

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE

- Step 1** Select **Location Type**. In this example school was select.
  - Step 2** Select **User Type**. In this example, **Teacher** was selected.
  - Step 3** Select **Role**. In this example, **Resource Teacher** was selected.
  - Step 4** Select **Locations**. In this example, **20<sup>th</sup> St El (1227401)** was selected.
  - Step 5** Select **Supervisor**. In this example **Garcielita, Mario** was selected
  - Step 6** Select **Welligent Request Type**. In this example Change Welligent Account was selected
- Click **Done Editing**. (Make sure you check off that you have read and agree to the Terms and Conditions).

one **Access** Home Profile Help Guides ROSA BURLINGHAM [19:21] Sign Out

Welligent

Role Request Builder

**SELECT LOCATION TYPE** **Step 1**: School

**SELECT USER TYPE** **Step 2**: Teacher

**SELECT ROLE** **Step 3**: Resource Specialist Program (RSP) Teacher

**SELECT LOCATIONS** **Step 4**: 20TH ST EL (1727401)

**SELECT SUPERVISOR** **Step 5**: Garcielita, Mario

**SELECT WELLIGENT REQUEST TYPE** **Step 6**: Change Welligent Account

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

**Done Editing** **Cancel**

**Submit Request** **Cancel**

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You may select additional locations for the same user role. A completed sample is shown below.

The screenshot shows the Welligent user interface. At the top, there is a navigation bar with 'Home', 'Profile', and 'Help Guides'. A 'Sign Out' button is in the top right. Below the navigation bar, the 'Welligent' logo is on the left, and the Welligent logo with the tagline 'Wellness You Ask' is on the right. A 'New Request' button is located in the top right corner of the main content area. Below this, there is a section titled 'ASSIGNED ROLES' with a table containing one row: 'School Administrator' with location '107TH ST EL (1585701)' and status 'Active'. Below that is a section titled 'MY REQUESTS' with a table containing two rows: one for 'Resource Specialist Program (RSP) Teacher' with status 'Submitted' and one for 'School Administrator' with status 'Approved'. A green arrow points to the 'New Request' button.

In this screen you can also view and manage your assigned roles and pending request.

This screenshot is identical to the one above, but with green arrows pointing to the 'Active' status in the 'ASSIGNED ROLES' table, the 'Submitted' status in the 'MY REQUESTS' table, and the 'Approved' status in the 'MY REQUESTS' table. The 'New Request' button is also visible in the top right.

## Requesting Welligent Access for School-Site Staff

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:

The screenshot shows the Welligent user interface. At the top, there is a navigation bar with 'one Access', 'Home', 'Profile', 'Help Guides', and a 'Sign Out' button. Below the navigation bar, the 'Welligent' logo is on the left, and the 'welligent' logo with the tagline 'Whatever You Are' is on the right. A 'New Request' button is located in the top right corner of the main content area.

The main content area is divided into two sections: 'ASSIGNED ROLES' and 'MY REQUESTS'.

**ASSIGNED ROLES**

ROLES	STATUS
<ul style="list-style-type: none"> <li>School Administrator</li> </ul> <p>107TH ST EL (1585701) Expires: 3/4/2047</p>	Active

**MY REQUESTS**

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
5335B727	Resource Specialist Program (RSP) Teacher	20TH ST EL (1727401)	10/18/2019	Submitted	
F68CC018	School Administrator	107TH ST EL (1585701)	10/18/2019	Approved	

The processing status of the request will display in the **Status** column

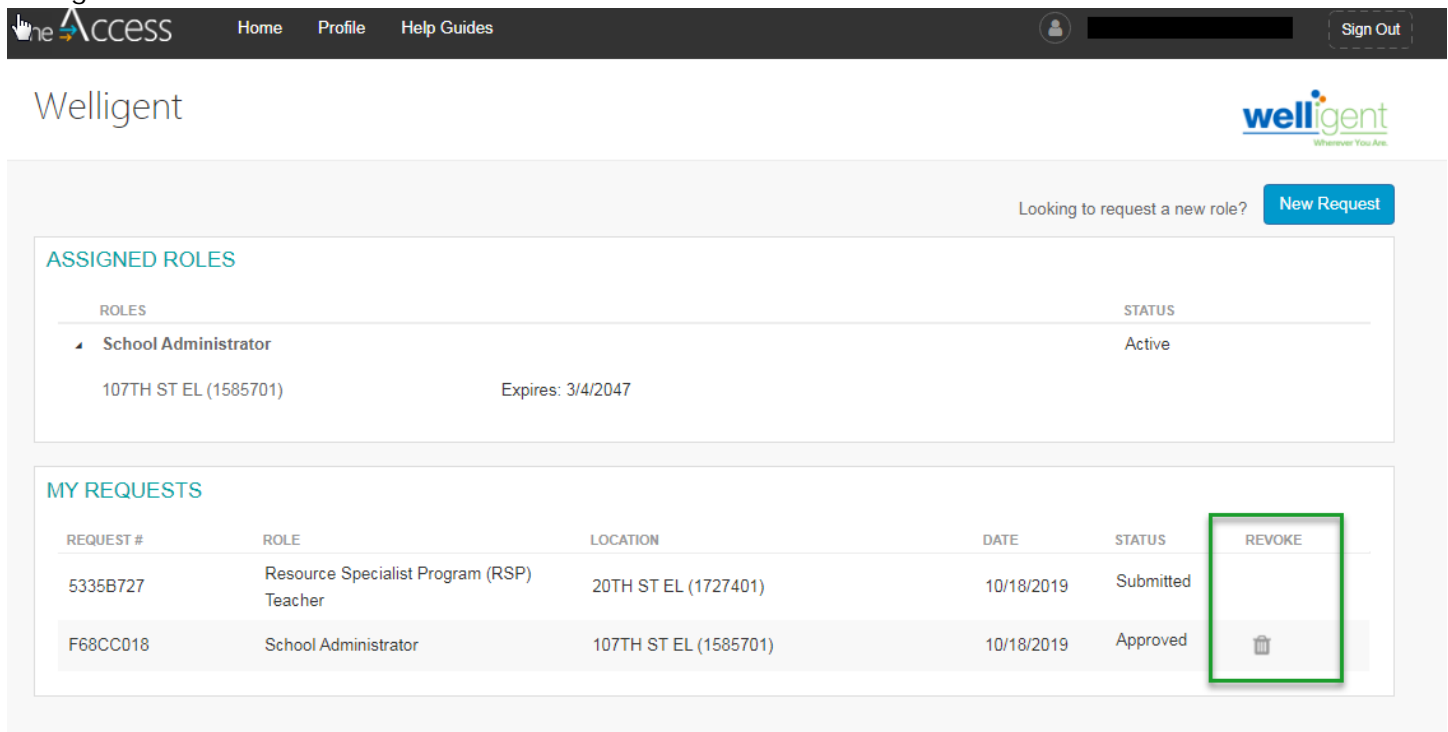
This screenshot is identical to the one above, but with a green box highlighting the 'STATUS' column in the 'MY REQUESTS' table. The 'Submitted' status for request 5335B727 and the 'Approved' status for request F68CC018 are clearly visible within this highlighted column.

## Requesting Welligent Access for School-Site Staff

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>Cancelled</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

This revoke button effectively removes the role from the user profile, and user will no longer have the Welligent role.

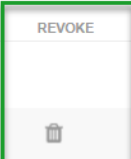



The screenshot shows the Welligent user interface. At the top, there is a navigation bar with 'Home', 'Profile', and 'Help Guides' links, along with a user profile icon and a 'Sign Out' button. The main content area is titled 'Welligent' and features a 'New Request' button. Below this, there are two sections: 'ASSIGNED ROLES' and 'MY REQUESTS'.

**ASSIGNED ROLES**

ROLES	STATUS
<ul style="list-style-type: none"> <li>School Administrator</li> </ul>	Active
107TH ST EL (1585701)	Expires: 3/4/2047

**MY REQUESTS**

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
5335B727	Resource Specialist Program (RSP) Teacher	20TH ST EL (1727401)	10/18/2019	Submitted	
F68CC018	School Administrator	107TH ST EL (1585701)	10/18/2019	Approved	

Once the approver has approved your application, your access request will be submitted to Welligent for processing. Welligent accounts are processed on an hourly basis.