

Requesting Welligent Access for Translation Contractors

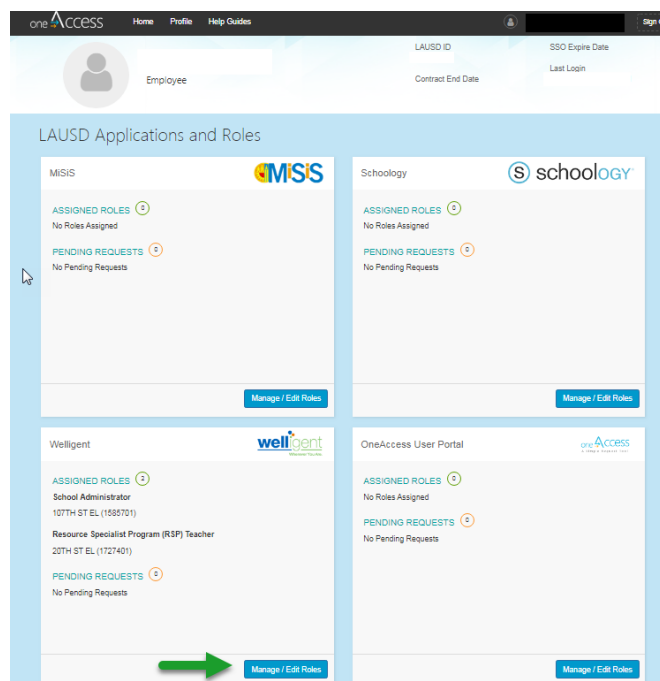
The purpose of this document is to provide guidance to contractors that have been awarded a contract with the Los Angeles Unified School District (LAUSD) for translation services. **oneAccess** is the system of record for the Welligent user account management. Key features include tracking role request status, administrator review of currently assigned Welligent roles, and the ability to revoke approved roles. This guide provides steps for requesting a Welligent user account and how to track the processing status, via the **oneAccess** portal.

BEFORE YOU GET STARTED

- You must have an active LAUSD single sign on (SSO) account prior to applying for a Welligent role in **oneAccess**.
- Please activate and/or update your SSO profile at <https://mylogin.lausd.net/> prior to using the platform.
- Determine the role and vendor identification number you will need access to prior to applying online.
- Google Chrome is the recommended browser for the **oneAccess** portal.

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.
3. Select Welligent Manage/Edit Roles



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4. Select **New Request**

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The screenshot shows the Welligent user interface. At the top right, there is a 'New Request' button highlighted with a green box and a green arrow pointing to it. Below this, there are sections for 'ASSIGNED ROLES' and 'MY REQUESTS'.

- Step 1** Select **Location Type: Central**
- Step 2** Select **User Type: Contractor**
- Step 3** Select **Role: 'Contractor – Translations Manager' or 'Contractor – Translator'**
- Step 4** Select **Vendor Company** – Enter the Vendor Code provided to you.
- Step 5** Select **Supervisor**: In this example **Rodriguez, Oscar** was selected.
- Step 6** Select **Welligent Request Type**: In this example, **New Welligent Account** was selected.
- Step 7** Click **Done Editing**.

The screenshot shows the 'Role Request Builder' form. It contains several dropdown menus and buttons, with steps 1 through 7 highlighted in green boxes:

- Step 1**: SELECT LOCATION TYPE (Central)
- Step 2**: SELECT USER TYPE (Contractor)
- Step 3**: SELECT ROLE (Contractor - Translations Manager)
- Step 4**: SELECT VENDOR COMPANY (Vendor 1)
- Step 5**: SELECT SUPERVISOR (Rodriguez, Oscar)
- Step 6**: SELECT WELLIGENT REQUEST TYPE (New Welligent Account)
- Step 7**: Done Editing button

At the bottom, there is a checkbox for 'I have read and agree to the Terms and Conditions.' and a 'Submit Request' button.

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Optional: You may select additional roles or vendor codes if needed. Click **+Add Role** and follow steps 1 – 7 above to submit additional role requests.

Step 8 Check that you have read and agree to the Terms and Conditions.
Step 9 Click **Submit Request**.

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Role Request Builder

LOCATION TYPE	ROLES	LOCATIONS
Central	Contractor - Translations Manager	SP ED SVC CTR OPER (1109701) - Vendor 1

Optional + Add Role

Step 8

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

Step 9 Submit Request Cancel

After submitting your request, the screen will display a list of role requests and corresponding status. In this screen you can also view and manage your assigned roles and pending request(s).

Welligent

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

ASSIGNED ROLES

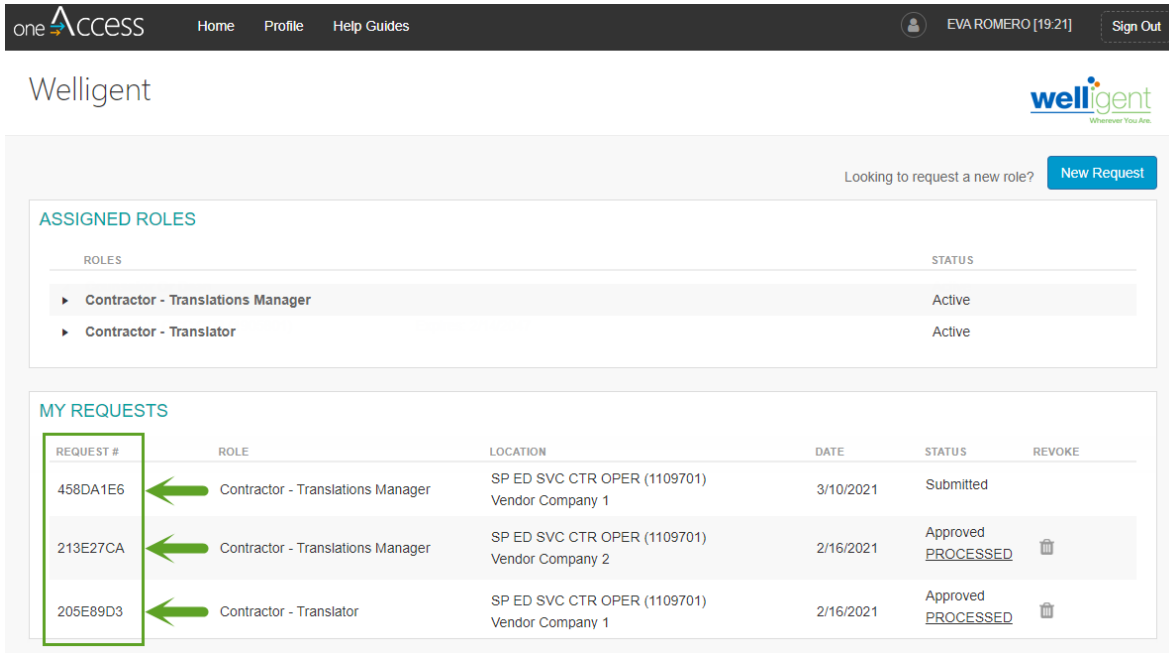
ROLES	STATUS
▶ Contractor - Translations Manager	Active
▶ Contractor - Translator	Active

MY REQUESTS

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
458DA1E6	Contractor - Translations Manager	SP ED SVC CTR OPER (1109701) Vendor Company 1	3/10/2021	Submitted	
213E27CA	Contractor - Translations Manager	SP ED SVC CTR OPER (1109701) Vendor Company 2	2/16/2021	Approved PROCESSED	
205E89D3	Contractor - Translator	SP ED SVC CTR OPER (1109701) Vendor Company 1	2/16/2021	Approved PROCESSED	

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A request number is assigned to each role request. A unique number is assigned to each role request submitted. A sample is shown below:





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

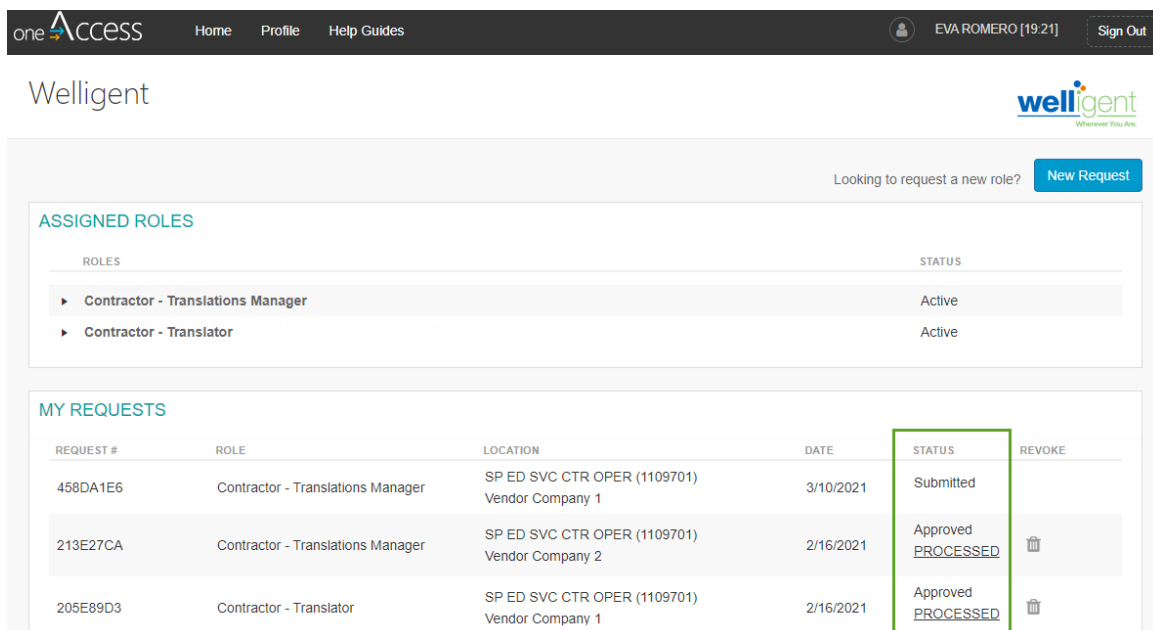
ASSIGNED ROLES

ROLES	STATUS
▶ Contractor - Translations Manager	Active
▶ Contractor - Translator	Active

MY REQUESTS

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
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213E27CA	Contractor - Translations Manager	SP ED SVC CTR OPER (1109701) Vendor Company 2	2/16/2021	Approved <u>PROCESSED</u>	
205E89D3	Contractor - Translator	SP ED SVC CTR OPER (1109701) Vendor Company 1	2/16/2021	Approved <u>PROCESSED</u>	

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





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

ASSIGNED ROLES

ROLES	STATUS
▶ Contractor - Translations Manager	Active
▶ Contractor - Translator	Active

MY REQUESTS

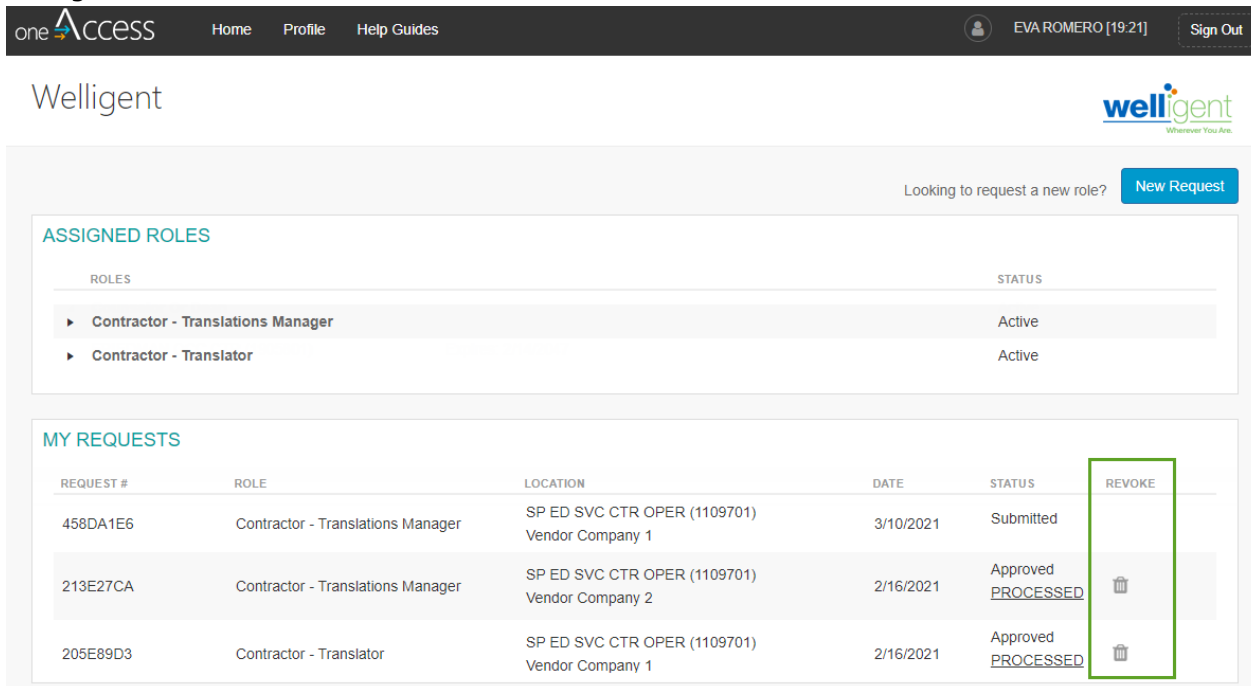
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A description of each status is shown below:

Request Status	Description
Submitted	User has submitted role request, pending administrator approval
Approved	Administrator has approved user role request
Cancelled	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

The revoke button removes the role from the user profile. The user will no longer have a that specific Welligent role.





The screenshot shows the user interface for 'one Access'. At the top, there are navigation links for 'Home', 'Profile', and 'Help Guides'. The user is logged in as 'EVA ROMERO [19:21]' and has a 'Sign Out' button. The main content area is titled 'Welligent' and includes a 'New Request' button. Below this, there are two sections: 'ASSIGNED ROLES' and 'MY REQUESTS'.

ASSIGNED ROLES

ROLES	STATUS
▶ Contractor - Translations Manager	Active
▶ Contractor - Translator	Active

MY REQUESTS

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
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The role request approver will receive notification of your pending request. Once the role request has been approved, the request will be processed. Requests are processed hourly.

In the event a request has been canceled or rejected, contact the approving supervisor for your agency.