oneAccess User Guide
MiSiS Application Role Requests
(School-Based Employees)

https://oneaccess.lausd.net

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What is oneAccess?

oneAccess is an application portal for requesting or reactivating a Single Sign-On (SSO) account, for both District employees and non-employee groups. In addition, select user groups will be able to apply for access to various software applications and web portals.

OneAccess – MiSiS Application

oneAccess replaces EZ Access as the system of record for user account management of MiSiS school-based roles. This user guide provides guidelines to school-based employees on the process to request and manage MiSiS user roles, and track their processing status.

Key features include ease of tracking role requests, a quick view of MiSiS system access by user roles and location – including expiration date, and the ability to revoke approved roles.

Before You Get Started

- You must have an active LAUSD (SSO) account prior to applying for new user roles in oneAccess – you will be able to either request or reactivate a SSO from the portal landing page
- Determine the campus and/or school location(s) you will need access to prior to applying online
- oneAccess is to be used for new requests only - if you have previously submitted a request for MiSiS roles via EZ Access and your application is still pending, you will need to complete the process via EZ Access

oneAccess: Enter Application URL

Open a web browser and type the following URL in the address bar: https://oneaccess.lausd.net. Press the Enter or Return key.
oneAccess – Landing Page

The oneAccess landing page is displayed below and is the first stop for all employees when determining the type of transaction to perform. The scenarios below will assist with next steps:

1. If you have an active SSO account and wish to apply for and manage your roles, select Sign In.
2. If you are a site administrator who can authorize or revoke access, select Admin Approver Portal.
3. If you do not have an active SSO account, please select the applicable button within this section.

The instructions in this guide are based on the first scenario above. Please refer to the OneAccess Approver User Guide for instructions on how to work within the Admin Approval Portal.

Click the Sign In button from the oneAccess landing page.

Enter your SSO credentials on the log in page and click the Sign In button.

oneAccess: Logging In
oneAccess – User Profile Home Page

The User Profile Home Page displays a list of LAUSD applications that allow role management, including MiSiS. Users may also view a quick snapshot of their SSO account status, employee profile status, and upload a photo.

Within each LAUSD application page is a count of existing user roles assigned and pending requests.

Click on the Manage/Edit Roles button within the MiSiS application management window.
Click on the **New Request** button.

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**oneAccess – Role Request Builder**

The **Role Request Builder** allows users to select the location type of the school site to which they are applying for access:

- **Campus** – Use this option when the campus is a multi-school site, such as a preferred location with magnets or small learning communities (SLCs); Example: District SH 1899701, a preferred campus with two magnet schools.
- **School** – Use this option to request access to a single location (Examples: District SH Super Magnet 1899702, or Local Learning Complex – a standalone site with its own location code)

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**oneAccess: Role Selection and Request Submission**

Before selecting a location type, click on the question mark icon to view the tool tip notes.

1. Select the **Location Type**. In this example, **Campus** was selected.
2. Select a **User Role** from the available options – the list will infer values based on the location type previously selected. In this example, **Scheduling Administrator** was selected.
3. Select a **Location** from the available options or enter a name to filter results – the list will infer values based on the location type. In this example, **District SH** was selected.
4. Click on the **Done Editing** button.
Click the **Add Role** button and repeat steps 1-4 to select more user roles.

You may select additional roles for the same campus or school, or select various roles for other campuses or schools. A completed sample is shown below.

5. Select the **check box** agreeing to the **Terms and Conditions** – click the hyperlink to display the Acceptable Use Policy (AUP) in a new browser window.

6. Click the **Submit Request** button to complete the role request.

**oneAccess – Processing Status**

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 processing status of the request will display in the **Status** column. A description of each status is shown below:

<table>
<thead>
<tr>
<th>Request Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>User has submitted request, pending administrator approval</td>
</tr>
<tr>
<td>Approved</td>
<td>Administrator has approved user role request</td>
</tr>
<tr>
<td>Canceled</td>
<td>Approved role has been successfully revoked</td>
</tr>
<tr>
<td>Cancel Requested</td>
<td>The system is currently processing a request to revoke a user role</td>
</tr>
<tr>
<td>Expired</td>
<td>The role has expired based upon the expiration date of the role request, which is calculated on a role-to-role basis</td>
</tr>
<tr>
<td>Rejected</td>
<td>An administrator has rejected a user’s role request or the request has aged out of the system waiting in an approver’s queue</td>
</tr>
</tbody>
</table>

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 they will no longer have the role in MiSiS.

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**oneAccess – Helpful Information and Reminders**

Select school-based job classifications will receive pre-designated MiSiS user roles once their assignment has been processed by the appropriate personnel office. **Additional roles must be applied for via oneAccess.** When a user has a change in assignment, oneAccess will revoke all auto-generated system access for the previous location.

For a description of each MiSiS user role, access the [Guide to MiSiS User Roles](https://misis.lausd.net), located in the **Apply for Access** section of the MiSiS website: [https://misis.lausd.net](https://misis.lausd.net).