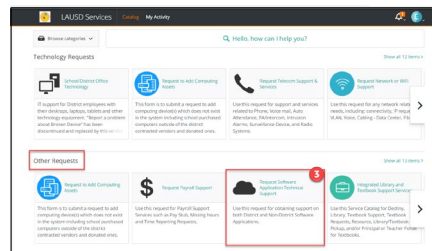


Central Office and Local District staff may request MiSiS access using the MiSiS Access Request Form. The form may be found at <https://achieve.lausd.net/Page/4144>.

After completing the form and securing the appropriate signatures, the form must be submitted by opening a Remedy ticket.

This job aid provides directions for opening a Remedy ticket.

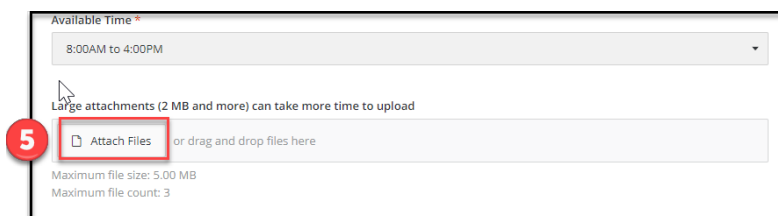
1. Go to <https://lausd-myit.onbmc.com>.
2. Enter your Single Sign-On (email) username and password to log in.
3. Under Other Requests, select **Request Software Application Technical Support**.



Step 1 Fill in the required fields, marked with an asterisk(*):

- **Application Name** – Select *MiSiS*
- **Select the affected Module** – Select *Access*
- **Select the best option to address your request** – Select *Access issues*
- **Please provide detailed explanation** – Enter "See attached form"
- **Available Days** – Select days available
- **Available Times** – Select times available

Step 2 Attach MiSiS Access Request Form by clicking the **Attach Files** button at the bottom of the screen.



Step 3 Check contact information. Edit as needed by clicking the pencil icon.

Step 4 Click **Submit Request** button.

