

MiSiS – My Integrated Student Information System

UPDATES TO JOB AIDS

JOB AID
07/6/15

Job Aid Changes

MiSiS will be changing how job aids are published to the MiSiS website. Job aids will now be hosted behind Single Sign-On (SSO) starting August 1, 2015. This change will ensure MiSiS content is protected from non-LAUSD employees.

What does this mean for individuals that are trying to access a job aid?

- Users will need to have an SSO account and be on Office 365 (new email client/cloud)
- Users will be prompted to log in with their SSO account to view any job aid
- Job aids will open as a webpage, with the option to download and/or print
- Users can print job aids as PDF or download as MS Word

There is no difference in the way you search for job aids. All job aids will continue to be on the MiSiS website under the Training link. URL: <http://misis.lausd.net>

MiSiS Resources and Job Aids










[Job Aids Main Menu](#)

- [Academic Intervention](#)
- [Athletic Eligibility](#)
- [Attendance](#)
- [Blackboard Connect](#)
- [Census \(Demographics\)](#)
- [Elementary Scheduling](#)
- [Enrollment](#)
- [Forms](#)
- [Gifted and Talented Education \(GATE\)](#)
- [Gradebook](#)
- [Grades](#)
- [Graduation Standards](#)
- [Health](#)
- [Manage Groups](#)
- [Master Scheduling](#)
- [Math Placement](#)
- [MiSiS Explorer](#)
- [Reports](#)
- [Services](#)
- [State Reporting](#)
- [Student Support \(Counseling & Discipline\)](#)
- [Student Testing](#)
- [Summer School](#)
- [Transcripts](#)

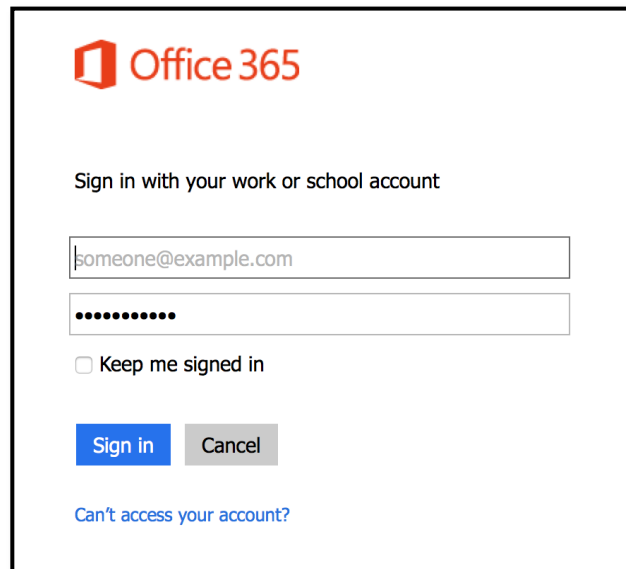
Downloading Job Aids

Step 1 Search for the job aid needed and click on the blue download arrow.

Attendance

Title	
Attendance At-A-Glance	
Clearing Unresolved Absences	
Enter Attendance for Teachers	
Manage Attendance Alerts	
Manage Educator Absences and Generate Substitute Slips	
Manage Teacher/Class Attendance	
No-Show Process	
Update Attendance as a Teacher	
Update Individual or Group Attendance for School Office	

Step 2 User will be prompted to sign in to Office 365. Enter your SSO account information.



Office 365

Sign in with your work or school account

Keep me signed in

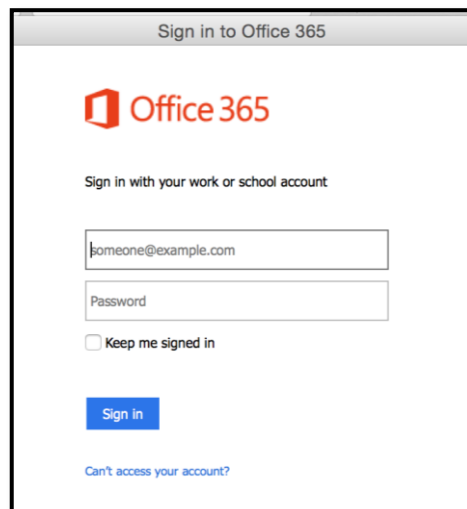
[Can't access your account?](#)

Step 3 The file will open as a webpage through Microsoft Word Online with the option to **Edit in Word** or **Print** the file.



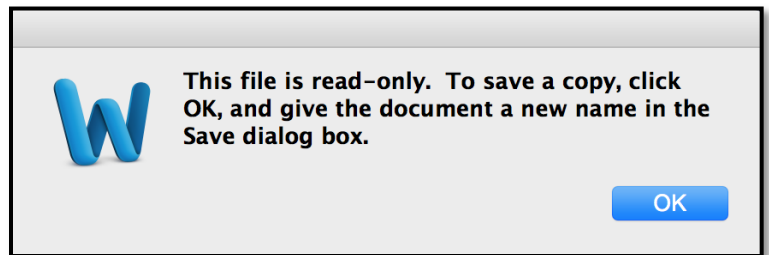
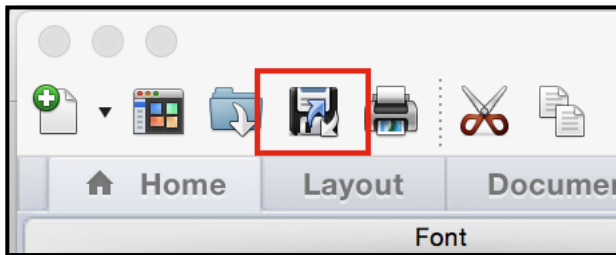
- Selecting the **Print** option will convert the file to PDF and download it to the users computer. Once downloaded, users can then print the file. No additional steps needed. (** Recommended method*)
- Selecting **Edit in Word** will give users the option to open the file using their local version of Microsoft Word on their computer. Users can then save a copy of the file on their computer or print the job aid. This option will allow users to further customize the file to fit their school needs, for example, deleting the pictures, without changing the original file on the MiSiS website. Continue to **Step 4** if this option is used.

Step 4 If users choose to select **Edit in Word**, they may be asked to log in to Office 365 again using their SSO account. Users can bypass this step by selecting the **Print** option instead (recommended).

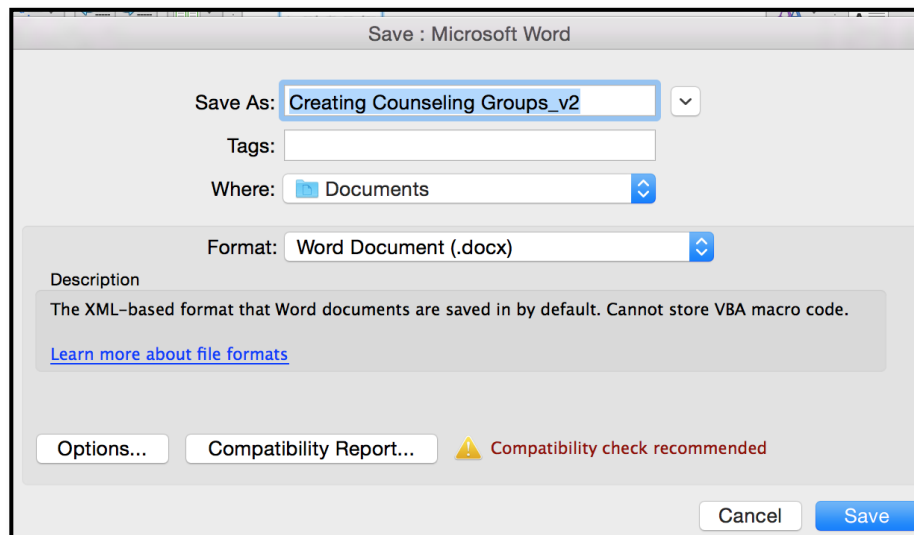


Downloading Job Aids

Step 5 The **Save** button in MS Word will look different when downloading job aids to MS Word. If users click on this **Save** button, they will be prompted to save a copy using the Save-As option. Click **OK** to continue.



Step 6a Go to **File** from the menu bar and select **Save-As**. Select a destination for the file and click on the **Save** button.



OR

Step 6b Go to the **File** menu and select **Print**.