JOB AID
Accessing ESY Enrollment Portal through EZ Access

Step 1
To gain access to the ESY Enrollment Portal you must visit the EZ Access site at:
Login using your (SSO) Single Sign On.
**JOB AID**
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**Step 2**

**Click** on “LAUSD Employees”.

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Los Angeles Unified School District
EZ Access Request System

**EZ Access - Main Menu**
Please click on the application that you would like to complete.

**Account Request For LAUSD Employees**

**LAUSD Employees**

**Account Request For Non-LAUSD Employees**

**EZ Access For Non-LAUSD/Charter Employees**

The EZ Access System enables Non-LAUSD/Charter school employees to apply for a District Single Sign-On (SSO) and reauthenticate expired/recover SSO account electronically via the web.

An SSO account provides Non-LAUSD/Charter school employees with a single login and password to access additional LAUSD web-based applications (HRAffair, EDC, MyCAE, etc.). EZ Access allows for faster and easier access, for both the users submitting requests and the administrators awaiting requests.

Please proceed to the links below to begin or review the following guides:

- EZ Access Quick Start Guide (For Site Administrators)
- EZ Access Help Center
- EZ Access Quick Start Guide (For Teachers, Service Providers, or other Users)
Step 3

Go to the bottom of the page. **Click** “ESY Portal Access” (backpack image).

Step 4

**Click** “Link to ESY Portal Site”.
Step 5

**Login** to the ESY Portal using your single sign on.

*Note: If you are unable to access the portal please use the ESY—User Access Request job aide.*