



Zone of Choice Access Request Quick Guide

<http://ezaccess.lausd.net>




Introduction

The *EZ Access System* is an electronic way for school employees to apply for the ZONE OF CHOICE user role. EZ Access allows for faster and easier access, for both the users submitting requests and the administrators authorizing requests. The EZ Access System is available via the LAUSD network and from home over the Internet.

This guide provides step-by-step instructions for requesting user roles for the ZONE OF CHOICE. **Please note that you must have an active District Single Sign-On (SSO) account to begin.**



Steps for Using EZ Access

1. Type <http://ezaccess.lausd.net> in the address bar to access the EZ Access website.
2. At the **EZ Access Main Menu** screen, click the LAUSD Employees link or LAUSD logo.



Los Angeles Unified School District
EZ Access Request System

You are currently not logged in


Login  

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 reactivate expired/inactivate 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 (Welligent, ISIS, My Data, etc.). EZ Access allows for faster and easier access, for both the users submitting requests and the administrators authorizing requests.

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

- [EZ Access Quick Start Guide \(For Site Administrators\)](#)
 - [How to Approve/Deny application role](#)
- [EZ Access Quick Start Guide \(for Teachers, Service Providers, or other Users\)](#)



**Non LAUSD
EZ Access**

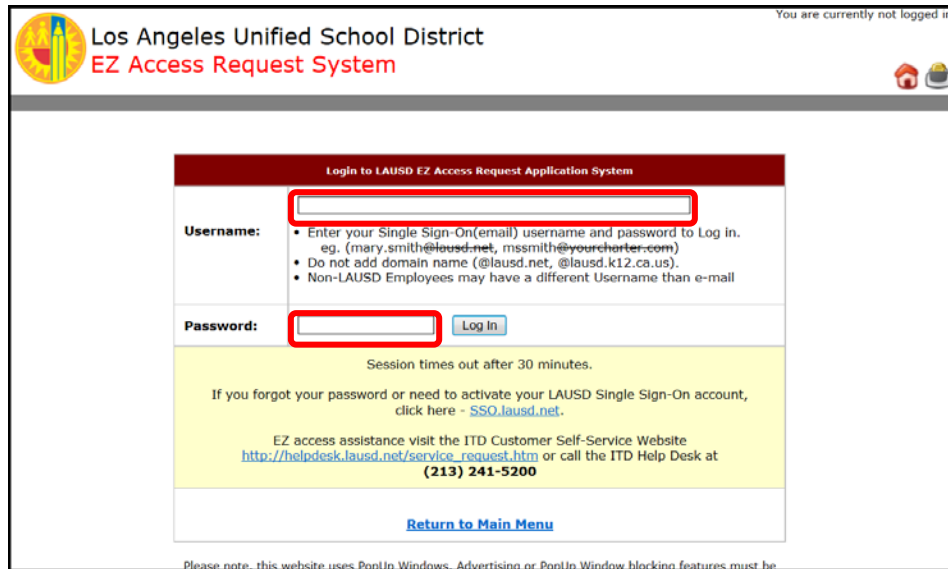


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3. On the **EZ Access** log in screen, type your District Single Sign-On **Username** and **Password** in the appropriate fields (the same used for LAUSD email, Learning Zone, etc.) and click the **Log In** button.



4. On the **EZ Access Application Selection** screen, scroll down to the bottom of the page and click the **ZONE OF CHOICE** link **-or-** logo.





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5. On the Zone of Choice **Main Menu**, click the **ZOC Request For Access Application** link.

Los Angeles Unified School District

EZ Access Request System

Logged in as: _____
Last Successful Login: 4:29:52 PM

Logout

Zone of Choice Main Menu

- ZOC Request For Access Application
- [Application Status](#)
- [Approval List](#)
- [School Description Form List](#)
- [New School Description Form](#)
- [Zone of Choice of Application](#)
- [Zone of Choice Admin Site](#)

[Return to Main Menu](#)

The application will automatically display some of your employee information in several fields. You must enter information in any required fields (boxes marked with the **red*** asterisks).

Request for ZOC User ID Authorization for School Based Personnel

*** Required Field**

Request date:

First Name:

Last Name:

Job Title:

LAUSD e-mail address:

LAUSD employee number:

Work phone:

Work phone extension:

Cost Center:

Cost Center Code is 1XXXX01 where XXXX is your 4-digit location code. Magnet schools and small learning communities (SLCs) should always use the main location code and cost center ending in 01.

School/Office Name:

Note: If the information in the **School/Office Name** field is incorrect, edit the **Cost Center Code** and click the **Change Cost Center** button so that the correct location appears in the field.

If you are assigned to **multiple locations**, you must apply separately by **changing** the location code in the **Cost Center** box. Once you submit your first request for user role and receive an on screen confirmation, stay on the application and **change** the **Cost Center** to submit access request for the next location code.



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- Click in the **Account Type** field to select the **Zone of Choice Admin Designee** user role, next click the **Add** button to move the role to the **Selected Roles** field.

User Role Selection

Account Type: * **Add** ? [For more information on user roles, please follow this link.](#)

Selected Roles: **Remove**

- Read the **Confidentiality Agreement** carefully, and click the **I agree** checkbox to indicate that you understand your responsibility to protect student information. In the **Electronic Signature** box, type your SSO username and click **Submit**.

Confidentiality Agreement

As a user of the Zone of Choice Portal, I understand that I will have access to confidential student, family, and employee records. In addition:

- I understand** that I am entrusted with protecting the information within this system, in accordance with LAUSD bulletins 1077.1 (Information Protection Policy) and 2469 (Pupil Records: Access, Confidentiality, and Notice of Educational Rights), and state and federal confidentiality laws.
- I understand** that I may not discuss information related to records with non-authorized employees.
- I understand** that I must guard records from being viewed by non-authorized employees.
- I understand** that sharing my username and password will result in immediate disciplinary action.
- I understand** that I must meet all requirements of the Acceptable Use Policy (Bulletin 999), located at the bottom-right of the LAUSD website.

Violation of any of the terms above may result in disciplinary action as specified in District bulletins 999 and 1077, as well as legal liability and/or penalty under state and federal confidentiality laws.

* I agree

* Electronic Signature (please type in your Single Sign-On username)

Submit

[Return to ZOC Main Menu](#)

If you receive the message **"You must choose an account type"** after you click **Submit**, then you must go back to **User Role Selection** and use the dropdown menu under **"Account Type"** to choose a user role.

Submit You must choose an account type.

- You will receive both an on-screen and email confirmation of your application.

* I agree

* Electronic Signature (please type in your Single Sign-On username)

Submit Application # 22102 for 'Zone of Choice Admin Designee' access submitted at 2/8/2013 2:47:04 PM



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Sample Emails

This message is to confirm that we have received your Zone of Choice application for access
2/08/2013 2:47:04 PM.

The location is: 1079401 WONDERFUL EL

The role(s) you are requesting is (are):
Application # 175 for Zone of Choice Admin Designee access.

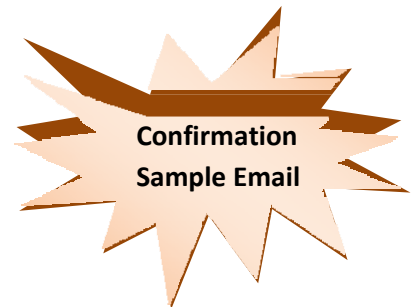
Your administrator(s) will receive your request shortly.

You can check the status of your application(s) in the [ZOC Access Request List](#).

If you have any questions, please call (213) 241-5200.

Use touch-tone menu option 1 for any password issues or option 5, then sub-option 3 for Secondary SIS and ISIS for Secondary schools.

Visit techsupport.lausd.net/phone list for the full menu.



Note: You can click the **ZOC Access Request List** link in the confirmation email to check the status of your request. Once your request has been processed, you will receive an **Approved** or **Declined** email. Your Approval Email signifies authorization of access. However, you will not be able to log in until the next morning, after the interfaces from EZ Access to the Zone of Choice have been completed.

Your ZOC application was processed at 2/11/2013 8:49:20 AM.

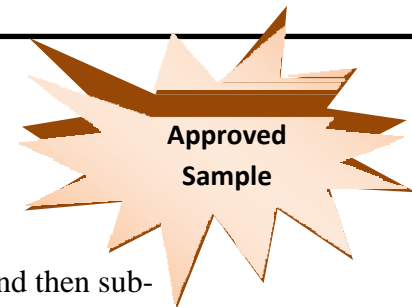
Your application number 175 has been Approved.

If you have any questions, please call (213) 241-5200.

Use touch-tone menu option 1 for any password issues or option 5, and then sub-option 3 for Secondary SIS and ISIS for Secondary schools.

Visit techsupport.lausd.net/phone list for the full menu.

Please do not reply to this email.





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9. Check the status of your request by clicking on the **Application Status** link.

A screenshot of the Los Angeles Unified School District EZ Access Request System interface. The page header includes the district logo, the title "Los Angeles Unified School District EZ Access Request System", and user information: "Logged in as: Last Successful Login: 3:09:40 PM". A "Logout" button is visible in the top right corner. Below the header is a "Zone of Choice Main Menu" section with several links: "ZOC Request For Access Application", "Application Status" (highlighted with a red box), "Approval List", "School Description Form List", "New School Description Form", "Zone of Choice of Application", and "Zone of Choice Admin Site". A "Return to Main Menu" link is located at the bottom left of the menu area.

10. To exit, click on the **Logout** link on the top right corner of the screen.