

**LAUSD EMPLOYEE FORM – ALL REQUIRED (\*) FIELDS MUST BE COMPLETED IN ORDER TO PROCESS**

*Name (Last)		*(First)		(Middle Initial)	
*Employee #		*LAUSD E-Mail Account			
*Position		*Primary Phone		Alternate Phone	
*School/Office (all assigned schools)					
*Location Code(s)					

**For school staff roles, apply at <https://oneaccess.lausd.net>**

<input type="checkbox"/>	Central Access  <i>Title:</i>	<b>Required: Immediate Supervisor:</b>  _____ <i>Print Name</i>
<input type="checkbox"/>	Nurse (School, LVN, etc.)  <i>Provider Type:</i>	<b>Required: Immediate Supervisor:</b>  _____ <i>Print Name (This person will assign you to all your locations)</i>
<input type="checkbox"/>	DIS/Related Service Provider (APE, LAS, Psychologist, etc.)  <i>Provider Type:</i>	<b>Required: Immediate Supervisor:</b>  _____ <i>Print Name (This person will assign you to all your locations)</i>

**REQUIRED SIGNATURES:** Your application will be rejected if either signature below are missing

*I understand that I have access to confidential student records and I cannot discuss or share these records with unauthorized personnel.*

**\*Agreed:**

(Print) User's Name	Signature	Title	Date
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**\*Approved:**

(Print) User's Name	Signature	Title	Date
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**CHANGE/DELETE EXISTING ACCOUNT**

<input type="checkbox"/>	Remove Location(s):
<input type="checkbox"/>	Change of Location: <i>From:</i> _____ <i>To:</i> _____
<input type="checkbox"/>	Change Title/Role: <i>From:</i> _____ <i>To:</i> _____
<input type="checkbox"/>	No longer an Employee ( <i>Inactivate User</i> )

**Approved:**

(Print) User's Name	Signature	Title	Date
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**TRAINING AND SUPPORT**

*For Welligent training, sign up through MyPLN by logging into <https://achieve.lausd.net/mypln> with your Single Sign-On account.  
 If you need an e-mail account or forgot your e-mail password call the ITD Helpdesk at (213) 241-5200 option 2.  
 Questions? Call the Welligent Support Section at (213)241-5200 option 8.*

**Attach this form to an online ticket for Welligent Support at: <https://lausd-myit.onbmc.com>**