



1. Enter <https://ezaccess.lausd.net/focus> in a web browser.
2. Enter your Single Sign-on and Password to log in:



Los Angeles Unified School District
EZ Access Request System

You are currently not logged in



Login to LAUSD EZ Access Request Application System	
Username:	<input type="text"/> Please enter a username. <ul style="list-style-type: none"> • Enter your Single Sign-On(email) username and password to Log in. eg. (mary.smith@lausd.net, mssmith@yourcharter.com) • Do not add domain name (@lausd.net, @lausd.k12.ca.us). • Non-LAUSD Employees may have a different Username than e-mail
Password:	<input type="password"/> <input type="button" value="Log In"/> Please enter a password.
Session times out after 30 minutes. If you forgot your password or need to activate your LAUSD Single Sign-On account, click here - SSO.lausd.net . EZ access assistance visit the ITD Customer Self-Service Website http://helpdesk.lausd.net or call the ITD Help Desk at (213) 241-5200	
Return to Main Menu	

3. Click on **Focus Reporting & Dashboards**.



Los Angeles Unified School District
EZ Access Request System

Logged in as: diana.gutierrezj
 Last Successful Login: 12/18/2018 1:36:18 PM

Logout

EZ Access(LAUSD) - Main Menu

Please click on the application that you would like to complete.
 Account Request For LAUSD Employees

[Comprehensive Assessment Program](#)
 AMPLIFY for mClass/DIBELS-TRC

[Instructional Technology Initiative Application](#)
 Instructional Technology Initiative Technology Project

[Focus Reporting & Dashboards](#)
 Focus Access Request and Approval

Amplify.





- 4. Click on **Focus Access Application**.



Los Angeles Unified School District
EZ Access Request System

Logged in as: diana.gutierrez3
Last Successful Login: 12/18/2018 1:36:18 PM



Focus Reporting & Dashboards Main Menu

[Focus Access Application](#)

[Focus Application Status](#)

[Focus Access Approval](#)

NOTE: If you have any questions, please call 213-241-5200, Option 5. You may also visit the Focus home page at <http://achieve.lausd.net/adhoc> for more information.

[Return to Main Menu](#)



- 5. Validate and confirm the information displayed.

Request for Focus User ID Authorization

*** Required Field**

Request date:	<input type="text" value="11/13/2018"/>
First Name:	<input type="text" value="LUZ"/>
Last Name:	<input type="text" value="REYES"/>
Job Title:	<input type="text" value="PRIN ADMINISTRATIVE ANALYST"/>
LAUSD e-mail address:	<input type="text" value="luz.reyes@lausd.net"/>
LAUSD employee number:	<input type="text" value="00775141"/>
Work phone:	<input type="text" value=""/>
Work phone extension:	<input type="text" value=""/>



FOCUS

Cost Center:	<input type="text" value="1004401"/> <input type="button" value="Change Cost Center"/>
School/Office Name:	<input type="text" value="ITD IT SUPP SVC"/>

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.



6. Select **Composer** as the School Level Access.

Teacher Level Access	Please do not apply for individual classroom access through EZ Access. Your access privilege will be granted automatically based on your classroom assignment.
School Level Access	<p><input checked="" type="radio"/> Composer - Access to create and edit reports for personal use and read only access to dashboards.</p> <p><input type="radio"/> Read Only - Read only access to dashboards and reports in the catalog.</p> <p><input type="radio"/> Publisher - Publisher level access to dashboards and reports in the catalog.</p> <p>Note: School administrators automatically get school-wide access. Check this box only if you are: 1) a teacher who has a primary job code as a classroom teacher, yet, have duties requiring you to have school-wide access to student-level data (e.g., SLC Lead Teacher); 2) a coach, coordinator, or AP, and your primary job code shows you as a classroom teacher; 3) a classified staff member requiring access</p>
Local District	For District-wide access, please click here to complete the user access request form. Fax the form to 213.241.8966.
District Wide Access	For District-wide access, please click here to complete the user access request form. Fax the form to 213.241.8966.

7. Read the **Confidentiality Agreement**. Check the **I Agree** box and enter your single sign-on username in the **Electronic Signature** box. Then click **Submit**.

Confidentiality Agreement

As a user of LAUSD System, 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