PURPOSE

This job aid is to provide users with multiple roles instructions for switching roles without having to log out of Welligent. Users with multiple roles will no longer have a different login for each account. Users will log in using their Single Sign On.
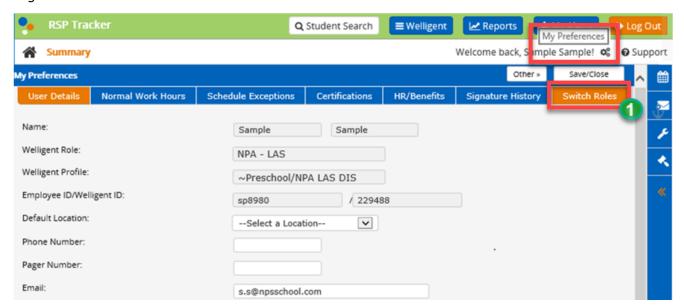
WHO CAN PERFORM THIS TASK(s)?

Users with multiple roles, such as **Teachers**, **School Administrators**, **Therapist, LAS, Counseling, School Caseload Mgr**, and **THG employees that have been approved for multiple accounts**, will be able to perform the tasks in this job aid.

Log in

➢ Log in to Welligent at https://welligent.lausd.net/, using your single sign-on (SSO).

PROCEDURE

After logging into Welligent, the **My Preferences** screen will be the landing page for users with multiple roles. Users will be logged in with the role last used. The **My Preferences** screen is accessed through the gear icon located under the **Log Out** button. Although the screen will land on **My Preferences** upon logging in, the home screen can be viewed by clicking the black house icon 🏠 on the upper left of the Welligent screen.
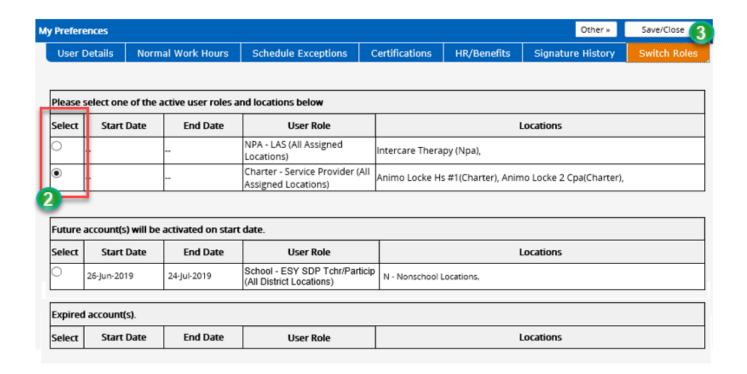

Once the roles are active and grouped together, users can switch from one to another without logging out.

Step 1:   Click on the **Switch Roles** tab at the top right side of the **My Preferences** page.

➢ A list of the active user roles from which users can select will display.

➢ If a role has a specific date span, such as ESY, it will display under Future accounts and will not be available until the *Start Date* has been reached. Special Ed Operations selects the dates that ESY roles will be active. During that time, users will be able to access *all* the active accounts. Users will no longer lose regular access during that date span.

➢ Once the *End Date* is reached, the role will display under Expired accounts.

Step 2: Select the radio button for the active user role desired.

Step 3: Click **Save/Close**.

Step 4: The screen will refresh to the **My Preferences** screen displaying the role selected.

NOTE: Users access will work as usual. Users will only have access to the locations and options according to the selected role. However, if the user has multiple roles that have access to the same locations, be sure to verify that the **My Preferences** screen has the correct account displayed.