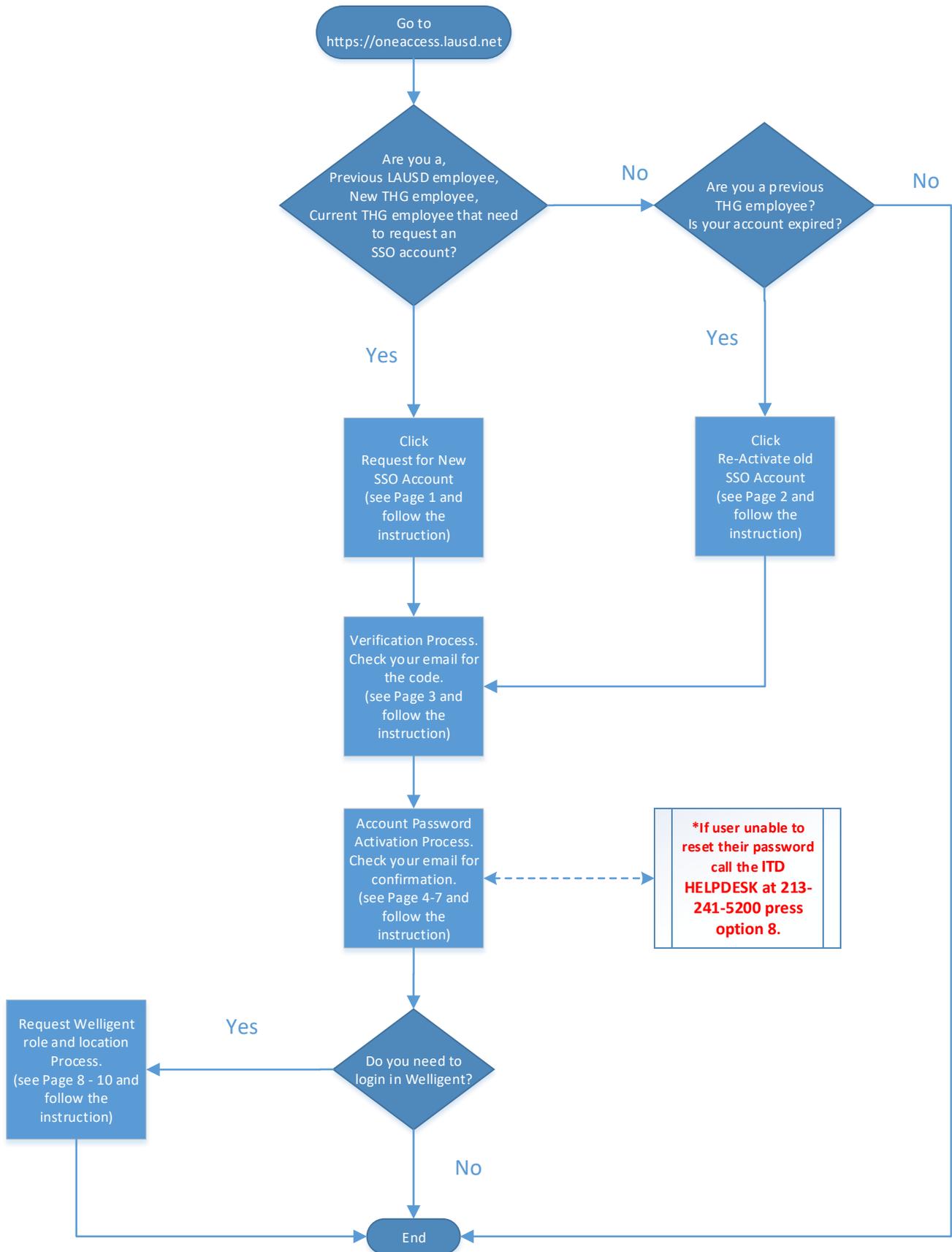


Single Sign On (SSO) Account Request Flowchart



Single Sign On (SSO) account requests for LAUSD Welligent access and Learning Zone Access

Go to <https://oneaccess.lausd.net/>

*If you...

1. worked for LAUSD district at any one point prior to working at The Help Group.
2. are NEW at The Help Group.
3. If this is the first time requesting an account.

Then select:



Fill out the online form.

Optional fields are to be left **blank**.

For User Type, select '**Non Public School**'

For Email Address, use your **@thehelpgroup.org** email account.

For Work Group Type, select '**Non-Public School (NPS)**'. If your school does not show, select '**Non-Public Agency (NPA)**'

For Location, select your school name - **DO NOT SELECT ANY SCHOOL OTHER THAN FROM THIS LIST:**

VILLAGE GLEN SCHOOL (1163201)
BRIDGEPORT SCHOOL (1177101)
SUMMIT VIEW SCHOOL (1169501)
SUMMIT VIEW SCH WEST (1916801)
SUNRISE SCHOOL (1163101)
YOUNG LEARNERS PS (1918201)
HELP GRP NORTH HILLS (1965101)
BRIDGEPORT WEST (1930201)
BRIDGEPORT VOC WEST (1930101)
SUNRISE WEST (1930301)
STEM3 ACADEMY WEST (1930001)
VILLAGE GLEN WEST (1930401)
WESTVIEW SCH ART/TEC (1526401)

After you submit, you will receive a follow up email message – see [VERIFICATION](#) portion on page [3](#).

*If you...

1. have not worked for LAUSD district before, and your existing SSO account expired.

select:

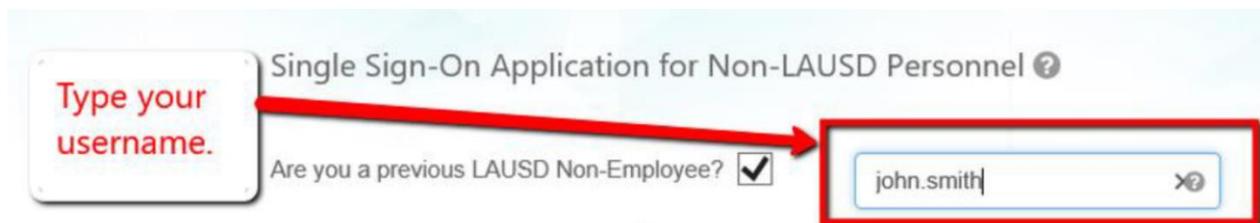


Fill out the online form.

Couple of pointers:

Leave the 'Are you a previous LAUSD Non-Employee?' check box **checked**.

In the 'Non-Employee Account' field, put your existing username (usually firstname.lastname)



Fill out the online form.

Optional fields are to be left **blank**.

For User Type, select '**Non Public School**'

For Email Address, use your **@thehelpgroup.org** email account.

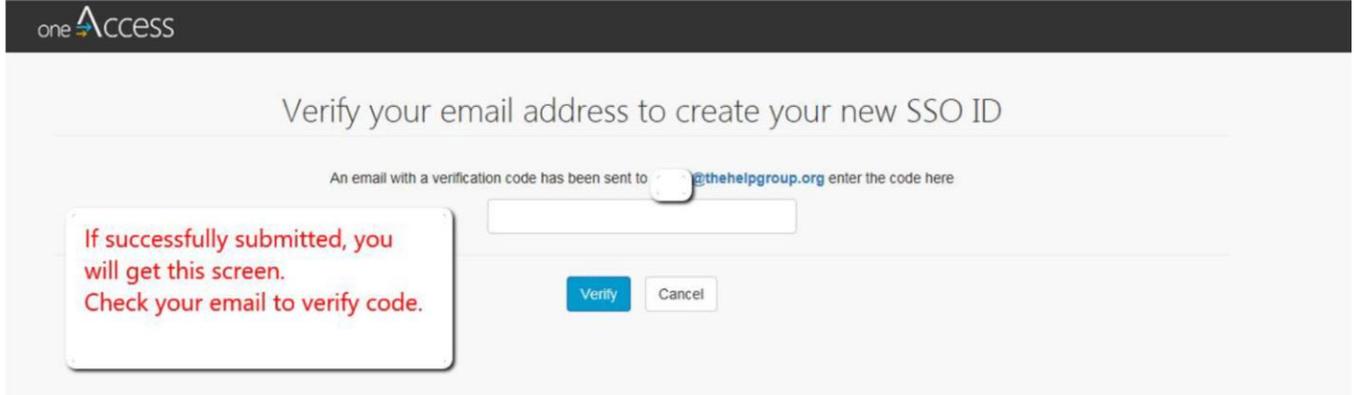
For Work Group Type, select '**Non-Public School (NPS)**'. If your school does not show, select '**Non-Public Agency (NPA)**'

For Location, select your school name - **DO NOT SELECT ANY SCHOOL OTHER THAN FROM THIS LIST:**

- VILLAGE GLEN SCHOOL (1163201)
- BRIDGEPORT SCHOOL (1177101)
- SUMMIT VIEW SCHOOL (1169501)
- SUMMIT VIEW SCH WEST (1916801)
- SUNRISE SCHOOL (1163101)
- YOUNG LEARNERS PS (1918201)
- HELP GRP NORTH HILLS (1965101)
- BRIDGEPORT WEST (1930201)
- BRIDGEPORT VOC WEST (1930101)
- SUNRISE WEST (1930301)
- STEM3 ACADEMY WEST (1930001)
- VILLAGE GLEN WEST (1930401)
- WESTVIEW SCH ART/TEC (1526401)

After you submit, you will receive a follow up email messages – see [VERIFICATION](#) portion on [page 3](#).

VERIFICATION PROCESS:



oneAccess

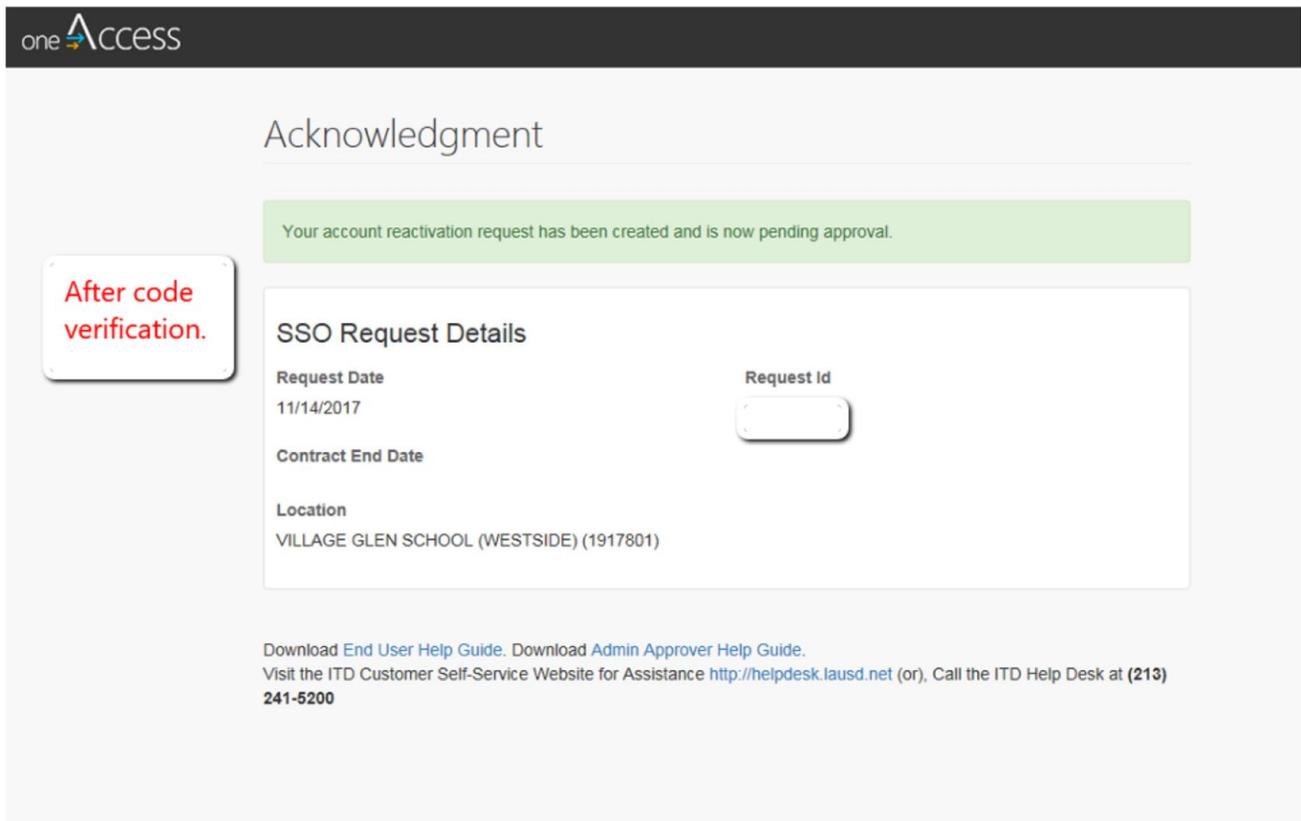
Verify your email address to create your new SSO ID

An email with a verification code has been sent to [redacted]@thehelpgroup.org enter the code here

If successfully submitted, you will get this screen.
Check your email to verify code.

Verify Cancel

After verifying, you will get an acknowledgment message:



oneAccess

Acknowledgment

Your account reactivation request has been created and is now pending approval.

After code verification.

SSO Request Details

| | |
|--|------------|
| Request Date | Request Id |
| 11/14/2017 | [redacted] |
| Contract End Date | |
| Location | |
| VILLAGE GLEN SCHOOL (WESTSIDE) (1917801) | |

Download [End User Help Guide](#). Download [Admin Approver Help Guide](#).
Visit the ITD Customer Self-Service Website for Assistance <http://helpdesk.lausd.net> (or), Call the ITD Help Desk at (213) 241-5200

Once approved within The Help Group, you will receive an email from LAUSD asking you to activate the account: *(Tip: Check your THG email for the message)*

It should look like

Dear John Smith:

Your SSO request #DBAFxxxx has been approved.

For Location:
BRIDGEPORT SCHOOL (1177101);

Request submitted on:
2017-11-28 19:17 (GMT)

Your LAUSD ID: (Tip: Please remember or take note of your LAUSD ID below)
61003xxxx

Please wait at least **4 hours** for processing to complete. Then, visit <https://mylogin.lausd.net/> to activate your account password.

ACCOUNT PASSWORD ACTIVATION PROCESS:

After 4 hours have passed, go to the provided link <https://mylogin.lausd.net/> and select Contractor (see screenshot below)



The screenshot shows the LAUSD login page. At the top, there is a blue bar with the text "Skip navigation". Below this is the LAUSD logo, which features a circular emblem with a sun, a pencil, and a book, surrounded by the text "LOS ANGELES UNIFIED SCHOOL DISTRICT" and "BOARD OF EDUCATION". To the right of the logo is the text "Los Angeles Unified School District" and "All Youth Achieving". Below the logo and text is another blue bar. Underneath the blue bar, there is a link for "Español". The main heading is "Welcome to LAUSD" followed by "Select Your Role". A list of roles is provided: "Student", "Parent/Volunteer", "Employee", "Contractor, Community Members, Charter School Employees", and "Account Administrator Login". The "Contractor, Community Members, Charter School Employees" option is highlighted with a red rectangular box.

Then select **Activate your account or reset password**

Skip navigation



Los Angeles Unified School District
All Youth Achieving

LAUSD Account Activation and Password Reset
Click on the link below to activate your account or reset your password.

- [Activate your account or reset your password](#)
- [Change your current password, or review and update information about yourself](#)

**If you are unable to reset your password call the ITD Helpdesk at 213-241-5200.*

Read the policy, check the **'I agree'** box and click **Accept**.

3. Students shall not meet in person anyone they ha
4. Students must abide by all laws, this Acceptable

BUL - 999.8 ATTACHMENT B
Information Technology Division

I agree to the terms and condition of LAUSD

Accept Decline

Page 6

Fill in the information and click **Next**

(**Note:** - your **District ID** is the **LAUSD ID** they sent in the email – [see page 4 in Green.](#))

Skip navigation



Los Angeles Unified School District
All Youth Achieving

can't find what you're looking for

LAUSD SSO Nonemployee Login.

| | | |
|-------------|--|------------------|
| District Id | <input type="text" value="610610337"/> | |
| Birth Date | <input type="text" value="11/5/2000"/> | (ex. mm/dd/yyyy) |
| Last 4 SSN | <input type="text" value="1111"/> | |

Note - District ID here is the 'LAUSD ID' number from the email you received in the email.

© Los Angeles Unified School District
333 South Beaudry Ave., Los Angeles, California 90017
Phone: (213) 241-1000

Website Accessibility | Nondiscrimination Policy

Note your Account Name and keep it for later use, set a password and click Submit.

LAUSD Account Activation and Password Reset

Provide the required fields below.

Password strength must be good or strong and you **CANNOT** reuse the previous 5 passwords:

- ✗ Must have at least 10 characters.
- ✗ Cannot exceed 24 characters
- ✗ Cannot be commonly used passwords (E.g. "abcd1234" or "password1")
- ✗ Cannot have repetitive or sequential characters
- ✗ Cannot contain username or email
- ✗ At least 1 special character excluding these special characters: "+|!%<>";=?@"
- ✗ Password and Re-enter password must match
- ✗ Cannot contain current password
- ✗ At least 1 numeric characters
- ✗ At least 1 uppercase letter

Resetting password for:

Name : Account Test

Account Name : cp-account.test

Enter a new password

Re-enter the password

Submit

Cancel

Your account name will be here. Remember it! You will use it to log on to Welligent and MyPLN.

NOTE: If you are a TA, there is no need to log on to Welligent, but with this account, you can log on to MyPLN (Formerly 'Learning Zone') to take the exam, if needed. Ask your supervisor for more information regarding MyPLN.

If your position requires you to log on to Welligent (***some TA need to**), [proceed to the next page](#). ***TA's ask your supervisor for help/information.**

REQUEST WELLIGENT ROLES AND LOCATION PROCESS:

Once you created and activated your password, you need to request a **role and location for Welligent access**.

*The first process is for staff that **has no existing Welligent account**. If you have **existing Welligent account and you need to add another role and location, see page 11.**

1. CREATE NEW WELLIGENT ACCOUNT + ROLE AND LOCATION

Go to <https://oneaccess.lausd.net/> and click on 'Sign in'

For the username, enter your Account name and add '@lausd.net'
e.g. 'mary.smith@lausd.net'

Enter the password you just created.

Once logged in, click on **Manage/Edit Roles** in the **Welligent** box.

LAUSD Applications and Roles

Welligent

ASSIGNED ROLES 0
No Roles Assigned

PENDING REQUESTS 0
No Pending Requests

Welligent Supervisor

ASSIGNED ROLES 0
No Roles Assigned

PENDING REQUESTS 0
No Pending Requests

Manage / Edit Roles

Manage / Edit Roles

Welligent

Click 'New Request'

Looking to request a new role?

New Request

ASSIGNED ROLES

Click **'New Request'**

- Step 1** Select **Location Type**. (Non-Public School)
- Step 2** Select **User Type**. In this example, **Classroom Staff** was selected.
- Step 3** Select **Role**. In this example, **NPS – Special Education Asst.** was selected.
- Step 4** Select **Location**. **Select the School you have been assign** from dropdown list.
- Step 5** Select **Supervisor**. (Select name of supervisor from dropdown list.)
- Step 6** Select **Welligent Request Type** In this example, **New Welligent Account** was selected.
- Step 7** Click on the **Done Editing** button.

Role Request Builder

SELECT LOCATION TYPE (1) Non-Public School (NPS) ?

SELECT USER TYPE (2) Classroom Staff ?

SELECT ROLE (3) NPS - Special Education Asst

SELECT LOCATIONS (4) Your School x

SELECT SUPERVISOR (5) Your Supervisor

SELECT WELLIGENT REQUEST TYPE (6) New Welligent Account

(7) Done Editing Cancel

IMPORTANT NOTES:

For Select User Type and Select Role, this depends on your position and function. **If you are not sure what to select, ASK YOUR SUPERVISOR before submitting.**

For Select Location, if you need multiple locations, you need to repeat this process for every location separately.

In Select Supervisor, if a clinician, select the supervisor who will be approving your notes. If a Teacher/TA, select the school administrator.

Step 8 Click on the **+Add Role** button and repeat steps 1-7 to select additional user roles.

Role Request Builder

| LOCATION TYPE | ROLES | LOCATIONS |
|-------------------|------------|----------------|
| Non-Public School | NPS - SLPA | Contracted NPS |

+ Add Role (8)

You may select additional roles for the same nonpublic school/agency, or select various roles for other nonpublic schools/agencies. A completed sample is shown on **Page 10**.

Role Request Builder

| LOCATION TYPE | ROLES | LOCATIONS | | |
|-------------------|---------------------------|----------------|--|--|
| Non-Public School | NPA - PT | Contracted NPS | | |
| Non-Public School | NPS - School Caseload Mgr | Contracted NPS | | |

[+ Add Role](#)

Step 9 Select the **check box** agreeing to the **Terms and Conditions**.

Step 10 Click the **Submit Request** button to complete the role request.

Role Request Builder

| LOCATION TYPE | ROLES | LOCATIONS | | |
|-------------------|---------------------------|----------------|--|--|
| Non-Public School | NPA - PT | Contracted NPS | | |
| Non-Public School | NPS - School Caseload Mgr | Contracted NPS | | |

[+ Add Role](#)

I have read and agree to the [Terms and Conditions](#).

For each corresponding row, click on the pencil icon to edit a role request or the trashcan icon to delete a request

9
10
Submit Request
Cancel

2. ADDING ROLE AND LOCATION WITH EXISTING WELLIGENT ACCOUNT

Go to <https://oneaccess.lausd.net/> and click on 'Sign in'

For the username, enter your Account name and add '@lausd.net'
e.g. 'mary.smith@lausd.net'

Enter the password you just created.

Once logged in, click on **Manage/Edit Roles** in the **Welligent** box.

LAUSD Applications and Roles

Welligent

welligent
Wherever You Are.

ASSIGNED ROLES 0
No Roles Assigned

PENDING REQUESTS 0
No Pending Requests

Manage / Edit Roles

Welligent Supervisor

welligent
Wherever You Are.

ASSIGNED ROLES 0
No Roles Assigned

PENDING REQUESTS 0
No Pending Requests

Manage / Edit Roles

Welligent

Click 'New Request'

welligent
Wherever You Are.

Looking to request a new role? New Request

ASSIGNED ROLES

Step 1 Click on the **New Request** button and repeat steps 1-5 from [page 9](#).

Step 2 Select **Welligent Request Type** In this example, **Add Additional Location** was selected. See screenshot below.

SELECT WELLIGENT REQUEST TYPE

Select Welligent Request Type

Select Welligent Request Type

New Welligent Account

Change Welligent Account

Add Additional Location

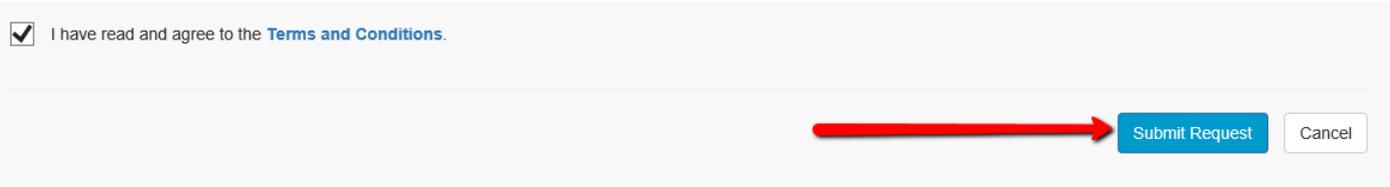
Select this request type

Step 3 Click on the **+Add Role** button and repeat the previous steps to select additional user roles.



Step 4 Select the **check box** agreeing to the **Terms and Conditions**.

Step 5 Click the **Submit Request** button to complete the role request.



You are done and should have a Welligent account and/or added location in a day or two after submitting.

Thanks,

Rowel Magalong

IT Specialist

Department of Information Technology

The Help Group

13130 Burbank Boulevard, Sherman Oaks, CA 91401

rmagalong@thehelpgroup.org