



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

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

SELECT ONE ROLE TO ADD AS A SECONDARY WELLIGENT ACCOUNT

CHARTER	NPA	NPS
Special Education Lead	Administrator	Administrator
Special Education Lead (Agency)	Admin (Center Based)	Accountant
Service Provider	Accountant	Accountant (School)
Service Provider (Agency)	BID	Auditor
Psych/Counseling Provider	BII	Caseload Manager
Psych/Counseling Provider (Agency)	Caseload Manager/Fiscal Support	COTA
Nursing Provider	COTA	Counseling
Nursing Provider (Agency)	Counseling	School Nurse
	Special Ed Teacher	Special Ed Assistant
	LVN	Special Ed Teacher
	RN – Caseload Manager	
	Other	
	NPA DIS/Related Services Provider: APE LAS OT PT SLPA Vision Therapy Psych (Per Diem) School Social Worker (Per Diem)	NPS DIS/Related Services Provider: APE LAS OT PT SLPA Blind/Partially Sighted Orientation & Mobility

**** Hierarchy Supervisor (Print Name) This person will assign you to your students:**

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 Name Signature Title Date

***Approved:** _____
 Print Name Signature Title Date

CHANGE/DELETE EXISTING ACCOUNT

Remove Location(s): _____

Change of Location: *From:* _____ *To:* _____

Change Title/Role: *From:* _____ *To:* _____

No longer Needed (*Inactivate this account*)

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

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>