



EZ Access Guide

Instructions for Teachers, Service Providers, and other Users/Requestors

<http://ezaccess.lausd.net>

This guide will provide instructions for Non-LAUSD/Charter school personnel (*teachers, service providers, and other users/requestors*) to apply for a LAUSD single-sign-on (SSO) account, reactivate an expired/inactive SSO account, or update/renew an existing SSO account.

Introduction

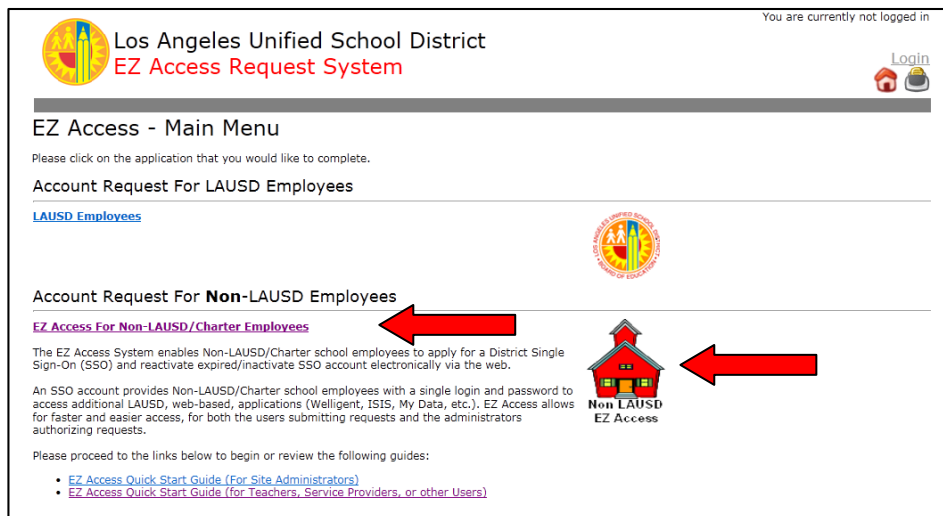
The **EZ Access System** is an electronic method for Non-LAUSD/Charter school employees to apply for a **District Single Sign-On (SSO)**, reactivate an expired/inactive SSO account, or update/renew an existing SSO account. EZ Access allows for faster and easier access, for both the users submitting requests and the administrators authorizing requests. It also allows the user to apply directly for access to LAUSD applications that require an SSO account (Welligent, ISIS, My Data, etc.) without requiring an additional application. The EZ Access System is available via the LAUSD network and from home over the Internet.

This guide provides step-by-step instructions for a standard **User/Requestor** account.

- **If you are a new User without an SSO account to access District applications such as WELLIGENT, My Data, etc., please follow the steps below.**
- **[If you already have a SSO account that expired or is inactive and would like to activate or update/renew your account, please follow the steps on the page 6.](#)**

Steps for using EZ Access to obtain a District Single Sign-On (SSO) account

1. In a web browser address bar, type in the EZ Access web address – <http://ezaccess.lausd.net>
2. On the **EZ Access Application Selection** screen, click the EZ Access for Non-LAUSD/Charter Request link or Non LAUSD EZ Access logo.





EZ Access Guide

Instructions for Teachers, Service Providers, and other Users/Requestors

<http://ezaccess.lausd.net>

3. New User/Requestors who don't have **District Single Sign-On (SSO)** account yet. Click on "[I do not have Single Sign-on Account](#)" option.

Los Angeles Unified School District
EZ Access Request System

You are currently not logged in

Login

EZ Access System For Non-LAUSD Personnel

- [EZ Access Quick Start Guide \(For Site Administrators\)](#)
- [EZ Access Quick Start Guide \(for Teachers, Service Providers, or other Users\)](#)

[I have Single Sign-On Account](#)

[I do not have Single Sign-On Account](#)

[Return to Main Menu](#)

4. If you are not a former employee or current contractor click on the "[No](#)" option and continue on instruction number 5. *If you are a former employee/current contractor continue on Page 4 with instruction number 8.*

Los Angeles Unified School District
EZ Access Request System

You are currently not logged in

Login

EZ Access System For Non-LAUSD Personnel

Are you a former or current LAUSD employee/contractor?

[Yes](#)

[No](#)

[Return to Previous Menu](#)

5. Click on "[New Single Sign-On \(SSO\) Account request](#)" option.

Los Angeles Unified School District
EZ Access Request System

You are currently not logged in

Login

EZ Access System For Non-LAUSD Personnel

I do not have Single Sign-On Account

Teachers, Service Providers, and other Users/Requestors

- [New Single Sign-On \(SSO\) Account request](#)
- [Check Status of EZ Access Request](#)

Site Administrator

- [Application for new EZ Access Site Administrator \(download\)](#)
- [Check Status of EZ Access Request](#)

[Return to Previous Menu](#)



EZ Access Guide

Instructions for Teachers, Service Providers, and other Users/Requestors

<http://ezaccess.lausd.net>

- The application will automatically display the request date. You must enter information in any required fields (boxes marked with the *red** asterisks) including the **Welligent Access Requested** option.

Single Sign-On Application for Non-LAUSD Personnel

This application is used to provide access to the District's Single Sign-On (SSO) System for the purpose of accessing one or more District applications. This form provides only an SSO account; check below to request access for individual applications. Non-LAUSD Personnel SSO accounts expire automatically based on District security policy and must be renewed by filling out a new online application.

*** Required Field**

Request date: 10/10/2011

Type of Request: New Single Sign-On Account

First Name: *

Middle Initial: *

Last Name: *

Position: *

Previous LAUSD Employee:

Date of Birth (mm/dd/yyyy): *

Last 4 Digits of Social Security Number: *

Gender: *

Work phone: *

Work phone extension: *

Location Type: *

Location: *

e-mail address: *

Email address must be one assigned to you by your school or agency. Email addresses from free or personal email service providers (GMail, Yahoo, AOL, Hotmail, etc.) will not be accepted.

Application Roles Requested

Welligent Access Requested: Yes No

Note: The school or organization must have an approved domain registered in the District's system for the request to be processed (i.e., @goodcharter.org) and **each User/Requestor must have an email account within that domain. Agency applicants working with charter locations must apply with their agency first to have the agency domain name display.**

Read the Acceptable Use Policy (AUP) carefully, and click the **"I agree"** checkbox to proceed with your account set-up. In the **Electronic Signature** box, type the number shown in the green box and click **Submit**.

Please read carefully before submitting

I understand that by accepting this District Single Sign-On Account, I agree to completely follow the LAUSDnet Acceptable Use Policy (AUP) and that violation of the AUP will result in the termination of this account or other disciplinary actions by the District.

Acceptable Use Policy (AUP)

- Please understand that all End Users are responsible for following the District's Acceptable Use Policy in its entirety at all times when accessing any District computer system or network. The District's Acceptable Use Policy may be found online at: LAUSD AUP
- Each LAUSD user is assigned his own or her own account. Your account has a profile that is customized for you, so that you have access only to the systems, functions, and data that you need in your work. Sharing your account with someone else is not appropriate, because anything they would do is under your name, and they may get access to something that they should not or make mistakes that may be attributed to you.
- Logging into and out of any LAUSD system should be done by the same process each time. Here are some tips when you logoff or leave your workstation:
 - Always logoff rather than simply closing the browser.
 - Avoid leaving your computer logged in if you are going to be away from it for more than a few minutes. As unlikely as it may seem, someone else could potentially walk up to your computer and begin doing things in the system under your

* I agree

4 23 64 8 Request New Number

Type the number shown in the box above:

Submit

[Return to Main Menu](#)

- You will receive both an on-screen and email confirmation of your application. You can check the status of your request at any time by returning to the [EZ Access For Non-LAUSD/Charter Employees](#) website. The site administrator must review and approve your request before an SSO or additional application accounts are created. **Please contact your site administrator if your application status is pending approval.**



EZ Access Guide

Instructions for Teachers, Service Providers, and other Users/Requestors

<http://ezaccess.lausd.net>

8. If you are a former or current employee/contractor click “[Yes](#)”.

9. Click on “[Reactivate Expired/Inactive Single Sign-On \(SSO\) account](#)”.

10. The application will automatically display the request date. You must enter information in any required fields (boxes marked with the *red** asterisks) including the **Welligent Access Requested** option. *If you are a former LAUSD employee click the Previous LAUSD Employee check box.*



EZ Access Guide

Instructions for Teachers, Service Providers, and other Users/Requestors

<http://ezaccess.lausd.net>

11. Read the Acceptable Use Policy (AUP) carefully, and click the “**I agree**” checkbox to proceed with your account set-up. In the **Electronic Signature** box, type the number shown in the green box and click **Submit**.

Please read carefully before submitting

I understand that by accepting this District Single Sign-On Account, I agree to completely follow the LAUSDnet Acceptable Use Policy (AUP) and that violation of the AUP will result in the termination of this account or other disciplinary actions by the District.

Acceptable Use Policy (AUP)

0. Please understand that all End Users are responsible for following the District's Acceptable Use Policy in its entirety at all times when accessing any District computer system or network. The District's Acceptable Use Policy may be found online at: LAUSD AUP
0. Each LAUSD user is assigned his own or her own account. Your account has a profile that is customized for you, so that you have access only to the systems, functions, and data that you need in your work. Sharing your account with someone else is not appropriate, because anything they would do is under your name, and they may get access to something that they should not or make mistakes that may be attributed to you.
0. Logging into and out of any LAUSD system should be done by the same process each time. Here are some tips when you logoff or leave your workstation:
 - Always logoff rather than simply closing the browser.
 - Avoid leaving your computer logged in if you are going to be away from it for more than a few minutes. As unlikely as it may seem, someone else could potentially walk up to your computer and begin doing things in the system under your

* I agree

4 2 3 6 4 8

[Request New Number](#)

Type the number shown in the box above:

[Return to Main Menu](#)

12. You will receive both an on-screen and email confirmation of your application. You can check the status of your request at any time by returning to the [EZ Access For Non-LAUSD/Charter Employees](#) website. The site administrator must review and approve your request before an SSO or additional application accounts are created. **Please contact your site administrator if your application status is pending approval.**



EZ Access Guide

Instructions for Teachers, Service Providers, and other Users/Requestors

<http://ezaccess.lausd.net>

Steps for using EZ Access to update, renew, or reactivate an existing District Single Sign-On (SSO) account

1. In your browser's address bar, type in the EZ Access web address – <http://ezaccess.lausd.net>
2. On the **EZ Access Application Selection** screen, click the **[“EZ Access for Non-LAUSD/Charter Request”](#)** link or Non LAUSD EZ Access logo.

Los Angeles Unified School District
EZ Access Request System

You are currently not logged in

Login

EZ Access - Main Menu

Please click on the application that you would like to complete.

Account Request For LAUSD Employees

[LAUSD Employees](#)

Account Request For **Non-LAUSD Employees**

[EZ Access For Non-LAUSD/Charter Employees](#)

The EZ Access System enables Non-LAUSD/Charter school employees to apply for a District Single Sign-On (SSO) and reactivate expired/inactivate SSO account electronically via the web.

An SSO account provides Non-LAUSD/Charter school employees with a single login and password to access additional LAUSD, web-based, applications (Welligent, ISIS, My Data, etc.). EZ Access allows for faster and easier access, for both the users submitting requests and the administrators authorizing requests.

Please proceed to the links below to begin or review the following guides:

- [EZ Access Quick Start Guide \(For Site Administrators\)](#)
- [EZ Access Quick Start Guide \(for Teachers, Service Providers, or other Users\)](#)

3. **User/Requestors** who have **District Single Sign-On (SSO)** account, click on **[“I have Single Sign-On Account.”](#)**

Los Angeles Unified School District
EZ Access Request System

You are currently not logged in

Login

EZ Access System For Non-LAUSD Personnel

- [EZ Access Quick Start Guide \(For Site Administrators\)](#)
- [EZ Access Quick Start Guide \(for Teachers, Service Providers, or other Users\)](#)

[I have Single Sign-On Account](#)

[I do not have Single Sign-On Account](#)

[Return to Main Menu](#)




EZ Access Guide

Instructions for Teachers, Service Providers, and other Users/Requestors

<http://ezaccess.lausd.net>

4. To update, renew, or add locations to your existing account, click on “[Login as user or site administrator](#)” and login using your existing SSO (username & password).


You are currently not logged in

 Los Angeles Unified School District
EZ Access Request System

[Login](#)

EZ Access System For Non-LAUSD Personnel

I have Single Sign-On Account

- [Login as user or site administrator \(Renew/Update your SSO Account, and Site/Application Management\)](#) 
- [Reactivate Expired/Inactive Single Sign-On \(SSO\) Account](#)
- [Check Status of Pending EZ Access Request](#)

Site Administrator

- [Application for new EZ Access Site Administrator \(download\)](#)

[Return to Previous Menu](#)

Then log in using your single Sign-On username and password.

Login to LAUSD EZ Access Request Application System

Username:

- Enter your Single Sign-On(email) username and password to Log in. eg. (mary.smith@lausd.net, mssmith@yourecharter.com)
- Do not add domain name (@lausd.net, @lausd.k12.ca.us).
- Non-LAUSD Employees may have a different Username than e-mail

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/service_request.htm or call the ITD Help Desk at **(213) 241-5200**

[Return to Main Menu](#)

5. Click on “[Renew Current SSO Account](#)” option on the screen.


Logged in as: james.coyle1
Last Successful Login: 10/5/2011 2:05:25 PM

 Los Angeles Unified School District
EZ Access Request System

[Logout](#)

EZ Access System

User/Requestor

- [Renew Current SSO Account](#) 
- [View/Update SSO Account/Application Role](#)
- [Add Additional Location to current SSO Account](#)

[Return to Main Menu](#)



EZ Access Guide

Instructions for Teachers, Service Providers, and other Users/Requestors

<http://ezaccess.lausd.net>

- The application will automatically display the request date. You must enter information in any required fields (boxes marked with the *red** asterisks).

Single Sign-On Application for Non-LAUSD Personnel

This application is used to provide access to the District's Single Sign-On (SSO) System for the purpose of accessing one or more District applications. This form provides only an SSO account; check below to request access for individual applications. Non-LAUSD Personnel SSO accounts expire automatically based on District security policy and must be renewed by filling out a new online application.

Location	Process Status	Account Type	Submit Date
1926001 TOTAL EDUCATION SOLUTIONS (NPA)	PROCESSED	PRIMARY	10/8/2010
	PROCESSED	SECONDARY	

*** Required Field**

Request date: 10/8/2010
 Account Type: PRIMARY
 Type of Request: Renewal of Single Sign-On Account
 Current/Existing User Name: * [redacted]
 Previous LAUSD Employee:
 Previous LAUSD Employee Number: [redacted]
 Date of Birth (mm/dd/yyyy): * [redacted]
 Last 4 Digits of Social Security Number: * [redacted]
 Gender: * Female
 Work phone: * 2136074338
 Work phone extension: [redacted]
 Location Type: Non-Public Agency (NPA)
 Location: * TOTAL EDUCATION SOLUTIONS (NPA) (1926001)
 e-mail address: * [redacted]@tesidea.com

Email address must be one assigned to you by your school or agency. Email addresses from free or personal email service providers (GMail, Yahoo, AOL, Hotmail, etc.) will not be accepted.

- If you want to update or view your SSO account or application role, click on ["View/Update SSO Account/Application Role"](#).

Los Angeles Unified School District
 EZ Access Request System

Logged in as: james.coyle1
 Last Successful Login: 10/5/2011 2:05:25 PM

Logout

EZ Access System

User/Requestor

- [Renew Current SSO Account](#)
- [View/Update SSO Account/Application Role](#) ←
- [Add Additional Location to current SSO Account](#)

[Return to Main Menu](#)

- If you want to add additional locations to Current SSO account, click on ["Add Additional Location to current SSO Account"](#).

Los Angeles Unified School District
 EZ Access Request System

Logged in as: james.coyle1
 Last Successful Login: 10/5/2011 2:05:25 PM

Logout

EZ Access System

User/Requestor

- [Renew Current SSO Account](#)
- [View/Update SSO Account/Application Role](#)
- [Add Additional Location to current SSO Account](#) ←

[Return to Main Menu](#)



EZ Access Guide

Instructions for Teachers, Service Providers, and other Users/Requestors

<http://ezaccess.lausd.net>

9. The application will automatically display the request date. You must enter information in any required fields (boxes marked with the *red** asterisks).

Los Angeles Unified School District
EZ Access Request System

Logged in as: bia1577
Last Successful Login: 10/9/2011 4:25:07 PM

Single Sign-On Application for Non-LAUSD Personnel

This application is used to provide access to the District's Single Sign-On (SSO) System for the purpose of accessing one or more District applications. This form provides only an SSO account; check below to request access for individual applications. Non-LAUSD Personnel SSO accounts expire automatically based on District security policy and must be renewed by filling out a new online application.

Current Account Requests in the System

*** Required Field**

Request date: 10/5/2011
Account Type: Add Location
Type of Request: Make this account my primary Single Sign-On account
Current/Existing User Name: * bia1577
(example: john.doe@lausd.net)
Date of Birth (mm/dd/yyyy): * 07/02/1964
Last 4 Digits of Social Security Number: * 0772
Gender: *
Work phone: *
Work phone extension: *
Location Type: I don't know
Location: *
e-mail address: *
Email address must be one assigned to you by your school or agency. Email addresses from free or

Note: Agency applicants adding charter locations must click on the domain name dropdown to find their agency's information. If not, the default domain will be the charter site and no automatic email confirmation will be successfully sent.

10. Read the Acceptable Use Policy (AUP) carefully, and click the “**I agree**” checkbox to proceed with your account set-up. In the **Electronic Signature** box, type the number shown in the green box and click **Submit**.

Please read carefully before submitting

I understand that by accepting this District Single Sign-On Account, I agree to completely follow the LAUSDnet Acceptable Use Policy (AUP) and that violation of the AUP will result in the termination of this account or other disciplinary actions by the District.

Acceptable Use Policy (AUP)

0. Please understand that all End Users are responsible for following the District's Acceptable Use Policy in its entirety at all times when accessing any District computer system or network. The District's Acceptable Use Policy may be found online at: LAUSD AUP

0. Each LAUSD user is assigned his own or her own account. Your account has a profile that is customized for you, so that you have access only to the systems, functions, and data that you need in your work. Sharing your account with someone else is not appropriate, because anything they would do is under your name, and they may get access to something that they should not or make mistakes that may be attributed to you.

0. Logging into and out of any LAUSD system should be done by the same process each time. Here are some tips when you logoff or leave your workstation:

- Always logoff rather than simply closing the browser.
- Avoid leaving your computer logged in if you are going to be away from it for more than a few minutes. As unlikely as it may seem, someone else could potentially walk up to your computer and begin doing things in the system under your

* I agree

4 2 3 6 4 8 Request New Number

Type the number shown in the box above:

Submit

[Return to Main Menu](#)

11. You will receive both an on-screen and email confirmation of your application. You can check the status of your request at any time by returning to the [EZ Access For Non-LAUSD/Charter Employees](#) website. The site administrator must review and approve your request before an SSO or additional application accounts are created. Please contact your site administrator if your application status is pending approval.

For technical assistance, visit ITD service request web page at: <http://servicedesk.lausd.net/> or call 213-241-5200. If you forgot your password, please visit <https://idmlogin.lausd.net/>.