

PURPOSE

The primary purpose of this job aid is to provide guidelines to school-based employees on how to request and manage MiSiS users roles and track their processing status, via the **oneAccess** application portal.

WHY MUST I DO THIS?

oneAccess replaces *EZ Access* as the system of record for user account management of MiSiS school-based roles. Key features include ease of tracking role request status, a quick view of currently assigned MiSiS user roles, and the ability to revoke approved roles.

BEFORE YOU GET STARTED

- You must have an active LAUSD single sign on (SSO) account prior to applying for user roles in **oneAccess** – please activate and/or update your SSO profile prior to using the platform.
- Determine the campus and/or school location(s) you will need access to prior to applying online.
- oneAccess** is to be used for **new** requests - if you have previously applied for MiSiS roles via EZ Access, you will need to restart the application process via oneAccess.

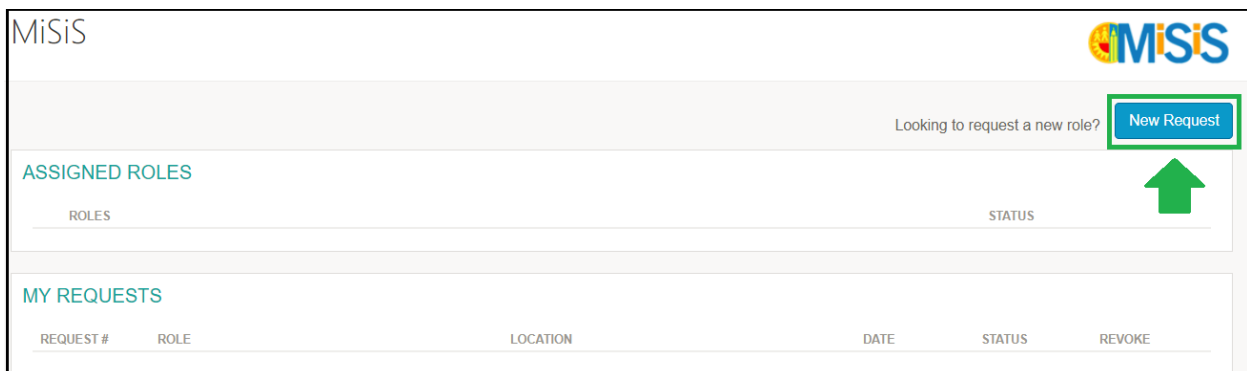
LOG IN

- Access **oneAccess** at <https://oneaccess.lausd.net>, and click **Sign In** from the landing page.
- Log in using your **single sign-on (SSO)** credentials.

PROCEDURE – REQUEST MISIS ROLES

MENU PATH

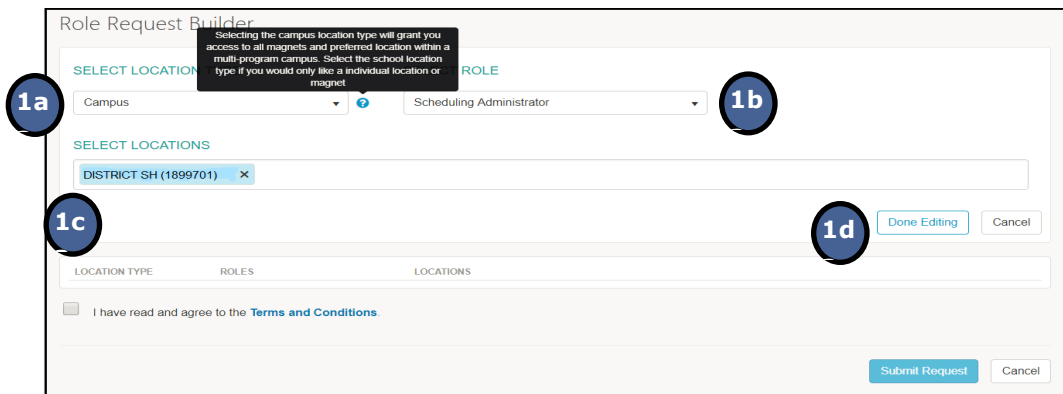
MiSiS > Manage/Edit User Roles > New Request



PROCEDURE – REQUEST MISIS ROLES, continued

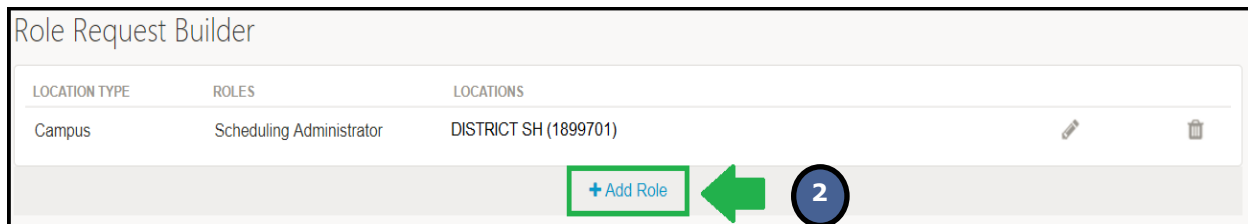
NOTE: Before beginning the process, click on the question mark icon to view the tool tip.

- Step 1a** Select **Location Type**. In this example, **Campus** was selected.
- Step 1b** Select **User Role**. In this example, **Scheduling Administrator** was selected.
- Step 1c** Select **Locations**. In this example, **District SH (1899701)** was selected.
- Step 1d** Click on the **Done Editing** button.



The screenshot shows the 'Role Request Builder' form. Step 1a points to the 'SELECT LOCATION' dropdown menu where 'Campus' is selected. Step 1b points to the 'ROLE' dropdown menu where 'Scheduling Administrator' is selected. Step 1c points to the 'SELECT LOCATIONS' field where 'DISTRICT SH (1899701)' is selected. Step 1d points to the 'Done Editing' button. A tooltip is visible above the 'SELECT LOCATION' dropdown, explaining that selecting 'Campus' grants access to all magnets and preferred locations within a multi-program campus, while selecting a school location type grants access to only that specific location or magnet. At the bottom, there are 'Submit Request' and 'Cancel' buttons, and a checkbox for 'I have read and agree to the Terms and Conditions'.

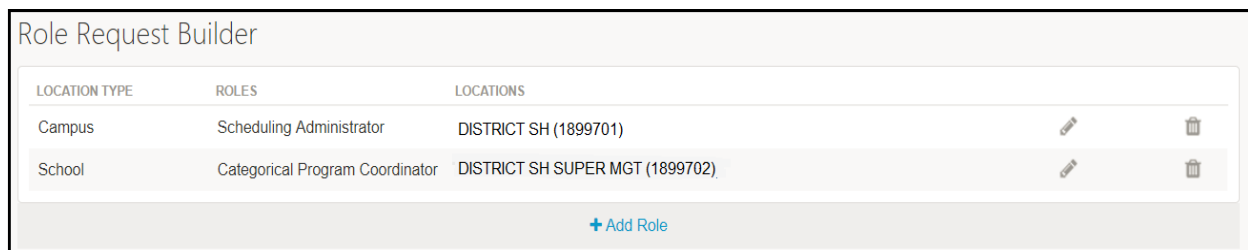
Step 2 Click on the **+Add Role** button and repeat steps **1a-1d** to select more user roles.



The screenshot shows the 'Role Request Builder' table with one entry: 'Campus' for 'Scheduling Administrator' at 'DISTRICT SH (1899701)'. Below the table, there is a '+ Add Role' button highlighted with a green box and a green arrow pointing to it, with a circled '2' next to it.

LOCATION TYPE	ROLES	LOCATIONS
Campus	Scheduling Administrator	DISTRICT SH (1899701)

You may select additional user roles for the same campus or school, or select various roles for the other campuses or schools. A completed sample is shown below.

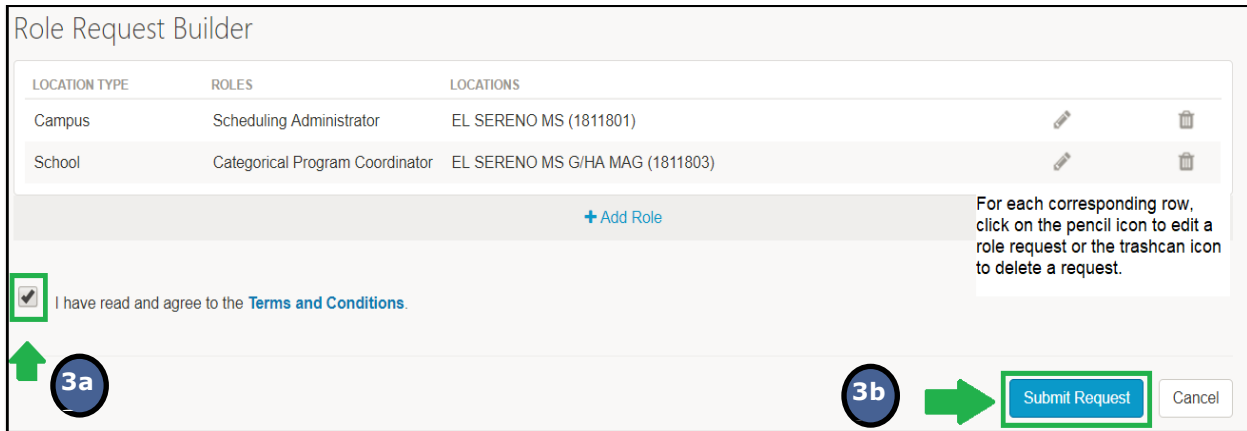


The screenshot shows the 'Role Request Builder' table with two entries: 'Campus' for 'Scheduling Administrator' at 'DISTRICT SH (1899701)' and 'School' for 'Categorical Program Coordinator' at 'DISTRICT SH SUPER MGT (1899702)'. Below the table, there is a '+ Add Role' button.

LOCATION TYPE	ROLES	LOCATIONS
Campus	Scheduling Administrator	DISTRICT SH (1899701)
School	Categorical Program Coordinator	DISTRICT SH SUPER MGT (1899702)

PROCEDURE – REQUEST MISIS ROLES, continued

- Step 3a** Select the **check box** agreeing to the **Terms and Conditions**. Click the hyperlink to display the Acceptable Use Policy (**AUP**) in a new browser window.
- Step 3b** Click the **Submit Request** button to complete the role request.



The Role Request Builder interface shows a table with columns: LOCATION TYPE, ROLES, and LOCATIONS. It contains two rows: one for 'Campus' with role 'Scheduling Administrator' at 'EL SERENO MS (1811801)', and another for 'School' with role 'Categorical Program Coordinator' at 'EL SERENO MS G/HA MAG (1811803)'. Below the table is a '+ Add Role' button. To the right, a text box explains: 'For each corresponding row, click on the pencil icon to edit a role request or the trashcan icon to delete a request.' At the bottom, there is a checkbox labeled 'I have read and agree to the Terms and Conditions.' with a green arrow pointing to it labeled '3a'. To the right of the checkbox is a 'Submit Request' button with a green arrow pointing to it labeled '3b', and a 'Cancel' button.

A request number is assigned to each pending role request. A different number is assigned to each request for a different location. A sample is shown below.

ASSIGNED ROLES

ROLES

STATUS

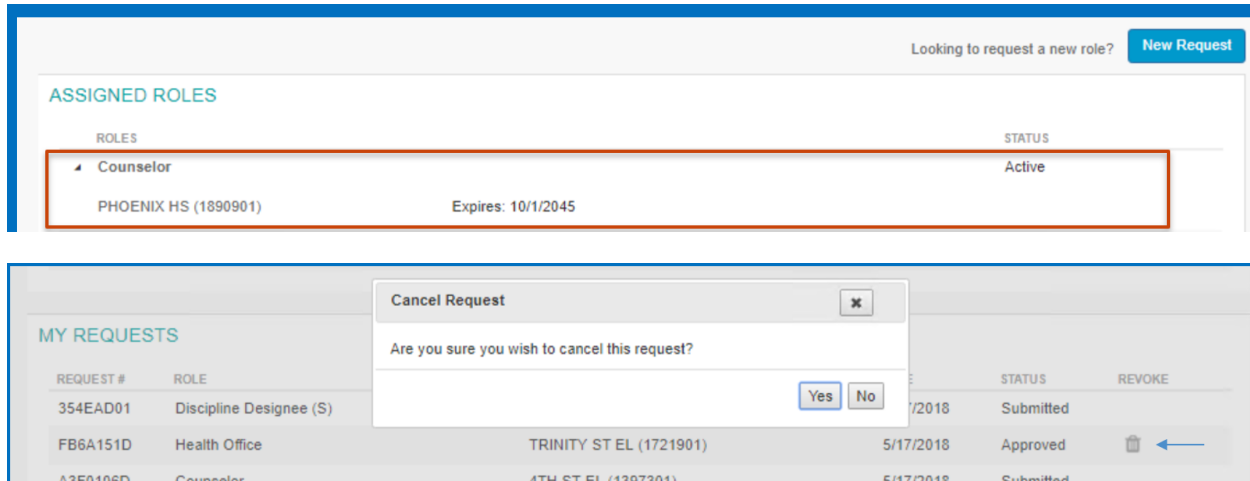
MY REQUESTS

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
639943C8	Categorical Program Coordinator	DISTRICT HS (1899701)	5/23/2018	Submitted	
E3CC5720	Scheduling Administrator	DISTRICT HS SUPER MGT (1899702)	5/23/2018	Submitted	

The processing status of the request will display in the **Status** column. A description of each status is shown below:

Request Status	Description
Submitted	User has submitted role request, pending administrator approval
Approved	Administrator has approved user role request
Canceled	Approved role has been successfully revoked
Cancel Requested	The system is currently processing a request to revoke a user role
Expired	The role has expired based upon the expiration date of the role request, which is calculated on a role-to-role basis
Rejected	An approver has rejected a user's role request or the request has aged out of the system waiting in an approver's queue

Once a role is approved, the user will see the status **Approved** as well as a recycle bin icon under the column **Revoke**. This revoke button effectively removes the role from the user profile and s/he will no longer have the role in MiSiS.



The screenshot displays the MiSiS OneAccess interface. At the top right, there is a link "Looking to request a new role?" and a "New Request" button. Below this, the "ASSIGNED ROLES" section shows a table with the following data:

ROLES	STATUS
Counselor PHOENIX HS (1890901) Expires: 10/1/2045	Active

Below the assigned roles, the "MY REQUESTS" section shows a table with the following data:

REQUEST #	ROLE	STATUS	REVOKE
354EAD01	Discipline Designee (S)	Submitted	
FB6A151D	Health Office	Approved	
A3F0106D	Counselor	Submitted	

A "Cancel Request" dialog box is overlaid on the "MY REQUESTS" table, asking "Are you sure you wish to cancel this request?" with "Yes" and "No" buttons.

HELPFUL INFORMATION AND REMINDERS

Select school-based job classifications will receive pre-designated MiSiS user roles once their assignment has been processed by the appropriate personnel office. **Additional roles must be applied for via oneAccess.** When a user has a change in assignment, oneAccess will revoke all auto-generated system access for the previous location.

For a description of each MiSiS user role, access the [Guide to MiSiS User Roles](https://mis.s.lausd.net), located in the **Apply for Access** section of the MiSiS website: <https://mis.s.lausd.net>.