



REQUESTING AND APPROVING (IDM) ROLE THROUGH EZ ACCESS

INSTRUCTIONS TO REQUEST APPROVAL FROM YOUR ADMINISTRATOR

1. In a web browser address bar, type in the web address: <https://ezaccess.lausd.net/>
2. Click on "LAUSD Employees"

Los Angeles Unified School District
EZ Access Request System

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](#)

3. Log in using your single Sign-On username and password.

SSO.lausd.net.', and 'EZ access assistance visit the ITD Customer Self-Service Website <http://helpdesk.lausd.net> or call the ITD Help Desk at (213) 241-5200'."/>

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@yourcharter.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> or call the ITD Help Desk at (213) 241-5200



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4. Click on “Instructional Technology Initiative Application”

EZ Access(LAUSD) - Main Menu

Please click on the application that you would like to complete.
Account Request For LAUSD Employees

[Comprehensive Assessment Program](#)
AMPLIFY for mClass/DIBELS-TRC
CTB for LAS Links/Engrade

NOTE: EZAccess for the Comprehensive Assessment Program is NOT for classroom access to all the data for a particular school, local district, or for central (district-wide) teachers having difficulty accessing either Amplify or CTB/Engrade should contact Comprehensive Assessment Program at 213 241 7506.

[Instructional Technology Initiative Application](#) 
[Instructional Technology Initiative Technology Project](#)

5. Select “Instructional Technology Initiative Access Request” under the header “Access Requests”

Instructional Technology Initiative Main Menu

Access Requests

[Instructional Technology Initiative Access Request](#) 
[Instructional Technology Initiative Access Request Approval Status](#)
[Instructional Technology Initiative Access Request Approval List](#)

Inventory Management

[Testing Cart: Chromebook Inventory](#)
[Testing Cart: iPad Apple IDs](#)
[Inventory Control Form](#)
[Inventory Control Form Status](#)
[Device Manager](#)
[Missing Devices](#)



REQUESTING AND APPROVING (IDM) ROLE THROUGH EZ ACCESS

- Verify the information displayed. Enter your work phone number and 7-digit cost center and click on the “Change Cost Center” button. This will populate the “School/Office Name:” field.

Request for Instructional Technology Initiative User ID Authorization for School Based Personnel

*** Required Field**

Request date:	4/27/2016
First Name:	LUZ
Last Name:	REYES
Job Title:	PRIN ADMINISTRATIVE ANALYST
LAUSD e-mail address:	luz.reyes@lausd.net
LAUSD employee number:	00775141
Work phone:	* 2132413019
Work phone extension:	
Cost Center:	1004401 <input type="button" value="Change Cost Center"/>
School/Office Name:	ITD FIN & ADMIN

Users are reminded to apply for each school and/or magnet program that they need access to. Use Cost Center Code 1XXXXX01 where XXXX is the preferred location's 4-digit location code. User must enter the correct Cost Center Code for each additional location; for example, Excellent HS (1888801) and Excellent Magnet (1888802).



- The default User Role is Instructional Device Manager. Read the Confidentiality Agreement and click on the “I agree” box. Enter your Single Sign-On username and click on “Submit”.

User Role Selection

Account Type: *

Confidentiality Agreement

As a user of the Inventory Control Form (ICF), I understand that I will have access to confidential em

- I understand** that I am entrusted with protecting the information within this system, in accordance with District Policy 2469 (Pupil Records: Access, Confidentiality, and Notice of Educational Rights), and state and federal laws.
- I understand** that I may not discuss information related to records with non-authorized employees.
- I understand** that I must guard records from being viewed by non-authorized employees.
- I understand** that sharing my SSO username and password will result in immediate disciplinary action.
- I understand** that I must meet all the requirements of the [Responsible Use Policy \(RUP\) For District](#).

Violation of any of the terms above may result in disciplinary action as specified in District bulletins 9 and 10, and state and federal confidentiality laws.

* I agree

* Electronic Signature (please type in your Single Sign-On username):



REQUESTING AND APPROVING (IDM) ROLE THROUGH EZ ACCESS

8. A message will appear confirming your request for the IDM role. You and your administrator will receive email notifications.



9. Remind your administrator to approve your request for IDM role. Instructions below.



REQUESTING AND APPROVING (IDM) ROLE THROUGH EZ ACCESS

INSTRUCTIONS FOR ADMINISTRATOR TO GRANT APPROVAL FOR IDM ROLE

1. In a web browser address bar, type in the web address: <https://ezaccess.lausd.net/>
2. Click on “LAUSD Employees”



3. Log in using your single Sign-On username and password.

Login to LAUSD EZ Access Request Application System	
Username:	<input type="text" value="luz.reyes"/> <ul style="list-style-type: none">• Enter your Single Sign-On(email) username and password to Log in. eg. (mary.smith@lausd.net, mssmith@yourcharter.com)• Do not add domain name (@lausd.net, @lausd.k12.ca.us).• Non-LAUSD Employees may have a different Username than e-mail
Password:	<input type="password" value="••••••••"/> <input type="button" value="Log In"/>
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 or call the ITD Help Desk at (213) 241-5200	



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[Instructional Technology Initiative Application](#) ←
Instructional Technology Initiative Technology Project

5. Select “Instructional Technology Initiative Access Request Approval List” under the header “Access Requests” to view employees who have submitted requests for approval.

Instructional Technology Initiative Main Menu

Access Requests

[Instructional Technology Initiative Access Request](#)
[Instructional Technology Initiative Access Request Approval Status](#)
[Instructional Technology Initiative Access Request Approval List](#) ←

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6. Select “Approve” to grant approval for the employee to become the IDM of your school. Click on the “Save” button after.

Instructional Technology Initiative Approval List

Filter (show only) Employee ID Cost Center Code Location Name

All 1004401 ITD-IT FINANCE & ADMINISTRATION

Find Clear Change

Approve	Decline	Remove	Name	Emp ID#	Access Location	Created	Updated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AUGUSTO BALTAR	00694602	Instructional Device Manager ITD FIN & ADMIN	augusto.baltazar 4/27/2016 9:44:38 AM	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROSARIO LIBAO	00783875	Instructional Device Manager ITD FIN & ADMIN	rosario.libao 9/14/2015 4:24:36 PM	oliver.hament 9/16/2015 4:21:51 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Victor Lopez	00783813	Instructional Device Manager ITD FIN & ADMIN	EZACCESS 12/1/2014 10:24:19 AM	angela.shih 9/10/2015 9:12:51 AM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LUZ REYES	00775141	Instructional Device Manager ITD FIN & ADMIN	luz.reyes 8/26/2015 9:23:31 AM	oliver.hament 9/16/2015 4:21:51 PM

Save

For further assistance, please email ITAssetMgmt@lausd.net