



Los Angeles Unified School District

Maintenance & Operations

CPM / AOS Directory Update Guide



DEFINITION

The **CPM / AOS Directory Update Guide** details step by step instructions on how to update CPM and AOS school assignments. The guide also includes instructions on how to update the M&O Area, Complex and key phone numbers for a school site. Updates made on this application will be reflected in Maximo the next day and be available for the public to view/download through the M&O website.

- How to update CPM / AOS school assignment (pg. 3-7)
- How to update a Schools assigned Complex (pg. 8-10)
- How to update a Schools contact information (pg. 11-12)

LOGIN

Principal Clerk performs this function.

To login to application, please go to <http://facapps.lausd.net/ords/f?p=1500>.

Enter your **Single sign-on** username and password and click on the **Log In** button.

Log In

Username

Password

You will be taken to the main FSD Users List tab and page.

Active	LAUSD ID	First Name	Last Name	Email	Phone
1	00722065	Robert	Bickham	robert.bickham@lausd.net	818-394-2443
1	00709579	Robert	Bjelke	robert.bjelke@lausd.net	818-654-3500



1. HOW TO UPDATE CPM / AOS TO SCHOOL ASSIGNMENT

Click on the **CPMs & Schools** tab on the left navigation pane.

The screenshot shows the 'User List' page. The left navigation pane has a blue sidebar with the following items: FSD Users, User List, CPMs & Schools, Area Supervisors, School Supervisors, and FS Supervisors. A red arrow points to the 'CPMs & Schools' tab. The main content area is titled 'User List' and contains a search bar, a 'Go' button, a dropdown menu set to '1. Primary Report', a 'Rows' dropdown set to '100', and an 'Actions' dropdown. Below this is a filter bar with a checkmark icon and the text 'Active = 1'. The table below has columns: Active, LAUSD ID, First Name, Last Name, Email, and Phone.

You will be taken to the **CPM, AOS & School Info** page.

The screenshot shows the 'CPM, AOS & School Info' page. The left navigation pane is the same as the previous screenshot. A red arrow points to the 'CPM, AOS & School Info' title. The main content area has a search bar, a 'Go' button, a 'Rows' dropdown set to '100', and an 'Actions' dropdown. Below this is a table with the following data:

Area	Complex	Site	School	CPM	AOS	Principal
AREA-C1	--	HOBART BLVD EEC (S-15562)	HOBART BLVD EEC (0001958301)	Young Douglas	--	
AREA-C1	CRENSHAW SH	42ND ST EL (S-13487)	42ND ST EL (0001395901)	Kirk Baker	--	Watson, Darneika Kay
AREA-C1	CRENSHAW SH	42ND ST EL (S-13487)	CELERITY NASCENT CHT (0001292501)	Kirk Baker	--	

Next, on the search field, type in the CPM name or the School/Complex name to update the CPM assignment and click on the **Go** button.

Sample search by **CPM / AOS** name.

The screenshot shows the 'CPM, AOS & School Info' page. The left navigation pane is the same. A red arrow points to the search bar, which contains the text 'kirk baker'. Another red arrow points to the 'Go' button.

Sample search by **School/Complex** name

The screenshot shows the 'CPM, AOS & School Info' page. The left navigation pane is the same. A red arrow points to the search bar, which contains the text 'crenshaw'. Another red arrow points to the 'Go' button.



A list of records that have that name will appear.

FSD Users

- User List
- CPMs & Schools
- Area Supervisors
- School Supervisors
- FS Supervisors

CPM, AOS & School Info

Q v Go Rows 100 Actions v

▼ ☒ Q Row text contains 'kirk baker' x

Area ↑≡	Complex	Site	School	CPM	AOS
AREA-C1	CRENSHAW SH	42ND ST EL (S-13487)	42ND ST EL (0001395901)	Kirk Baker	--
AREA-C1	CRENSHAW SH	42ND ST EL (S-13487)	CELERITY NASCENT CHT (0001292501)	Kirk Baker	--
AREA-C1	CRENSHAW SH	54TH ST EL (S-13548)	54TH ST EL (0001378101)	Kirk Baker	--
AREA-C1	CRENSHAW SH	59TH ST EL (S-13400)	59TH ST EL (0001379501)	Kirk Baker	--
AREA-C1	CRENSHAW SH	ANGELES MESA EL (S-13427)	ANGELES MESA EL (0001212301)	Kirk Baker	--

Note: If you made a mistake and want to create a new search. You must first clear the original search by clicking on the **x** before starting on a new search.

Q v Go Rows 100 Actions v

▼ ☒ Q Row text contains 'kirk baker' x



Next, click on the **CPM / AOS** name that you wish you update.

FSD Users

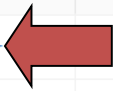
- User List
- CPMs & Schools
- Area Supervisors
- School Supervisors
- FS Supervisors

CPM, AOS & School Info

Q v Go Rows 100 Actions v

▼ ☒ Q Row text contains 'kirk baker' x

Area ↑≡	Complex	Site	School	CPM	AOS
AREA-C1	CRENSHAW SH	42ND ST EL (S-13487)	42ND ST EL (0001395901)	Kirk Baker	--
AREA-C1	CRENSHAW SH	42ND ST EL (S-13487)	CELERITY NASCENT CHT (0001292501)	Kirk Baker	--





The **Add or Edit CPM / AOS** window will appear.

In this screen, you will see the school that you are attempting to update and the currently assigned “Existing” CPM / AOS for that school site.

Add or Edit CPM

Site **42ND ST EL** School **42ND ST EL (0001395901)**

Existing CPM **Kirk Baker (590226) COMPLEX PROJECT MANAGER**

Update Options * **Select Option** **AREA-C1**

New CPM *

Email

Phone

Status **Not in FSD List**

Last Updated **20-SEP-18**

Save

The system provides you with three update options:

Add or Edit CPM

Site **42ND ST EL** School **42ND ST EL (0001395901)**

Existing CPM **Kirk Baker (590226) COMPLEX PROJECT MANAGER**

Update Options * **Select Option** **AREA-C1**

New CPM *

1 One School Only

2 Reassign CPM (One Area)

3 Swap CPMs (Same Area)

Options	Definition
1. One School Only	Select this when you are only updating the CPM / AOS for the selected school.
2. Reassign CPM (One Area)	Select this when you are updating the CPM / AOS for all schools where he/she is currently assigned.
3. Swap CPMs (Same Area)	Select this when you are swapping CPMs / AOSs for schools in the same area.



After making your selection, click on the up arrow under the **New CPM / AOS** field to search for the replacement.

Add or Edit CPM

Site **42ND ST EL** School **42ND ST EL (0001395901)**

Existing CPM **Kirk Baker (590226) COMPLEX PROJECT MANAGER**

Update Options * **1 One School Only** **AREA-C1**

New CPM * ^

A new search window will appear, where you can search for the name or employee number of the replacement. After typing in the name or employee number, click on the **Search** button. Click on the name to select.

Search Dialog - Internet Explorer

http://facapps.lausd.net/ords/www_flow.show

lu, danny **Search**

Bickham, Robert (722065) PLANT MANAGER III

Bjelke, Robert (709579) PLASTERER & CONCRETE FINI

Blake, Louis (700299) SR METAL WORKER

Bloodworth, Vickie (296687) PLANT MANAGER I

Bobo, Verna (766286) Coord, Facilities Service

Bolds, Michael (802615) CARPENTER

Bonayon, Roberto (680945) PLANT MANAGER I

Boone, Ronald (717656) PLANT MANAGER I

Bordenave, Aldon (783826) Grant & Funding Specialis

Borquez, David (755017) BLDG & GROUNDS WORKER

Bott, David (605988) GARDENER

Search Dialog - Internet Explorer

http://facapps.lausd.net/ords/www_flow.show

lu, danny **Search**

Lu, Danny (783916) SR TECHNICAL PROJECT MGR

Row(s) 1 - 1

The name will then be inserted to the New CPM / AOS field.

Add or Edit CPM

Site **42ND ST EL** School **42ND ST EL (0001395901)**

Existing CPM **Kirk Baker (590226) COMPLEX PROJECT MANAGER**

Update Options * **1 One School Only** **AREA-C1**

New CPM * **Lu, Danny (783916) SR TECHNICAL PROJECT MGR** ^



To save the record, click on the **Save** button. If you want to cancel, you can click on the **x** box.

Add or Edit CPM

Site

42ND ST EL

School

42ND ST EL (0001395901)

Existing CPM

Kirk Baker (590226) COMPLEX PROJECT MANAGER

Update Options *

1 One School Only

AREA-C1

New CPM *

Lu, Danny (783916) SR TECHNICAL PROJECT MGR

Email

danny.lu@lausd.net

Phone

213-241-1121

Status

Active

Last Updated

20-SEP-18

x

Save

The new CPM / AOS will now be assigned to the school you selected.

FSD Users														
User List														
CPMs & Schools														
Area Supervisors														
School Supervisors														
FS Supervisors														
CPM, AOS & School Info														
Q Go Rows 100 Actions Row text contains '42' x <table><tr><th>Area</th><th>Complex</th><th>Site</th><th>School</th><th>CPM</th></tr><tr><td>AREA-C1</td><td>CRENSHAW SH</td><td>42ND ST EL (S-13487)</td><td>42ND ST EL (0001395901)</td><td>Danny Lu</td></tr></table>					Area	Complex	Site	School	CPM	AREA-C1	CRENSHAW SH	42ND ST EL (S-13487)	42ND ST EL (0001395901)	Danny Lu
Area	Complex	Site	School	CPM										
AREA-C1	CRENSHAW SH	42ND ST EL (S-13487)	42ND ST EL (0001395901)	Danny Lu										

Congratulations. You have just updated the CPM / AOS for a school or set of schools.

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2. HOW TO UPDATE A SCHOOL'S ASSIGNED COMPLEX

Click on the **CPMs & Schools** tab on the left navigation pane.

The screenshot shows the 'User List' page. The left navigation pane has a blue sidebar with the following items: FSD Users, User List, CPMs & Schools, Area Supervisors, School Supervisors, and FS Supervisors. A red arrow points to the 'CPMs & Schools' tab. The main content area is titled 'User List' and contains a search bar, a 'Go' button, a dropdown menu set to '1. Primary Report', a 'Rows' dropdown set to '100', and an 'Actions' dropdown. Below this is a filter bar with a checkmark, a green 'Active = 1' indicator, and a close button. The table below has columns: Active, LAUSD ID, First Name, Last Name, Email, and Phone.

You will be taken to the **CPM, AOS & School Info** page.

The screenshot shows the 'CPM, AOS & School Info' page. The left navigation pane is the same as the previous screenshot. A red arrow points to the 'CPMs & Schools' tab. The main content area is titled 'CPM, AOS & School Info' and contains a search bar, a 'Go' button, a 'Rows' dropdown set to '100', and an 'Actions' dropdown. Below this is a table with the following data:

Area	Complex	Site	School	CPM	AOS	Principal
AREA-C1	--	HOBART BLVD EEC (S-15562)	HOBART BLVD EEC (0001958301)	Young Douglas	--	
AREA-C1	CRENSHAW SH	42ND ST EL (S-13487)	42ND ST EL (0001395901)	Kirk Baker	--	Watson, Darneika Kay
AREA-C1	CRENSHAW SH	42ND ST EL (S-13487)	CELERITY NASCENT CHT (0001292501)	Kirk Baker	--	

Next, on the search field, type in the School name to update the Complex assignment and click on the **Go** button.

The screenshot shows the 'CPM, AOS & School Info' page. The left navigation pane is the same as the previous screenshot. A red arrow points to the search field, which contains the text 'audubon'. Another red arrow points to the 'Go' button.

Next, the application will display a list of records with the name you entered.

The screenshot shows the 'CPM, AOS & School Info' page. The left navigation pane is the same as the previous screenshot. The main content area is titled 'CPM, AOS & School Info' and contains a search bar, a 'Go' button, a 'Rows' dropdown set to '100', and an 'Actions' dropdown. Below this is a filter bar with a checkmark, a magnifying glass icon, and the text 'Row text contains 'audubon''. The table below has columns: Area, Complex, Site, School, and CPM.

Area	Complex	Site	School	CPM
AREA-C1	DORSEY SH	AUDUBON MS (S-13564)	AUDUBON MS (0001802801)	Kirk Baker
AREA-C1	DORSEY SH	AUDUBON MS (S-13564)	AUDUBON MS GIFTED MG (0001802802)	Kirk Baker



Next, click on the **Complex name** that you want to update.

FSD Users				
User List				
CPMs & Schools				
Area Supervisors				
School Supervisors				
FS Supervisors				
CPM, AOS & School Info				
Q v Go Rows 100 Actions v				
v [x] Row text contains 'audubon' x				
Area ↑≡	Complex	Site	School	CPM
AREA-C1	DORSEY SH	AUDUBON MS (S-13564)	AUDUBON MS (0001802801)	Kirk Baker
AREA-C1	DORSEY SH	AUDUBON MS (S-13564)	AUDUBON MS GIFTED MG (0001802802)	Kirk Baker

The **Update Complex** window will appear.

Update Complex

Site **AUDUBON MS**

Current Complex **DORSEY SH**

New Complex *

Select Complex

Click on the **New Complex** value list. A list of complexes in the M&O Area will appear.

Update Complex

Site **AUDUBON MS**

Current Complex **DORSEY SH**

New Complex *

Select Complex

Affected Zones

Affected Buildings

Affected Floors

Affected Rooms

Last Updated **23-AUG-18**

Save



Select the appropriate complex and click on the Save button.

Update Complex

Site

AUDUBON MS

Current Complex

DORSEY SH

New Complex *

LOS ANGELES SH

Affected Zones

10

Affected Buildings

28

Affected Floors

50

Affected Rooms

572

Last Updated

20-SEP-18

Save

The complex will be updated for all school's that share the same site.

FSD Users

User List

CPMs & Schools

Area Supervisors

School Supervisors

FS Supervisors

CPM, AOS & School Info

Q

Go

Rows

100

Actions

Row text contains 'audubon'

Area	Complex	Site	School	CPM
AREA-C1	LOS ANGELES SH	AUDUBON MS (S-13564)	AUDUBON MS (0001802801)	Kirk Baker
AREA-C1	LOS ANGELES SH	AUDUBON MS (S-13564)	AUDUBON MS GIFTED MG (0001802802)	Kirk Baker
AREA-C1	LOS ANGELES SH	AUDUBON MS (S-13564)	CATCH PREP (0001865401)	Kirk Baker
AREA-C1	LOS ANGELES SH	AUDUBON MS (S-13564)	CITY OF ANGELS (0001880101)	Kirk Baker

Congratulations. You have just updated the school's assigned M&O Area Complex.



3. HOW TO UPDATE A SCHOOLS PHONE CONTACT INFORMATION

Click on the **CPMs & Schools** tab on the left navigation pane.

The screenshot shows the 'User List' page. The left navigation pane has a blue header 'FSD Users' and a list of tabs: 'User List', 'CPMs & Schools', 'Area Supervisors', 'School Supervisors', and 'FS Supervisors'. A red arrow points to the 'CPMs & Schools' tab. The main content area is titled 'User List' and contains a search bar, a 'Go' button, a dropdown menu set to '1. Primary Report', a 'Rows' dropdown set to '100', and an 'Actions' dropdown. Below this is a filter bar with a checkmark, a green icon, and the text 'Active = 1'. The table below has columns: 'Active', 'LAUSD ID', 'First Name', 'Last Name', 'Email', and 'Phone'.

You will be taken to the **CPM, AOS & School Info** page.

The screenshot shows the 'CPM, AOS & School Info' page. The left navigation pane is the same as the previous screenshot. The main content area is titled 'CPM, AOS & School Info' with a red arrow pointing to the title. Below the title is a search bar, a 'Go' button, a 'Rows' dropdown set to '100', and an 'Actions' dropdown. The table below has columns: 'Area', 'Complex', 'Site', 'School', 'CPM', 'AOS', and 'Principal'.

Area	Complex	Site	School	CPM	AOS	Principal
AREA-C1	--	HOBART BLVD EEC (S-15562)	HOBART BLVD EEC (0001958301)	Young Douglas	--	
AREA-C1	CRENSHAW SH	42ND ST EL (S-13487)	42ND ST EL (0001395901)	Kirk Baker	--	Watson, Darneika Kay
AREA-C1	CRENSHAW SH	42ND ST EL (S-13487)	CELERITY NASCENT CHT (0001292501)	Kirk Baker	--	

Next, on the search field, type in the School name and click on the **Go** button.

The screenshot shows the 'CPM, AOS & School Info' page. The left navigation pane is the same as the previous screenshot. The main content area is titled 'CPM, AOS & School Info'. Below the title is a search bar with the text 'audubon' and a 'Go' button. A red arrow points to the search field, and another red arrow points to the 'Go' button. The 'Rows' dropdown is set to '100' and the 'Actions' dropdown is visible.

Next, the application will display a list of records with the name you entered.

The screenshot shows the 'CPM, AOS & School Info' page with search results for 'audubon'. The left navigation pane is the same as the previous screenshot. The main content area is titled 'CPM, AOS & School Info'. Below the title is a search bar with the text 'audubon' and a 'Go' button. A red arrow points to the search field, and another red arrow points to the 'Go' button. The 'Rows' dropdown is set to '100' and the 'Actions' dropdown is visible. Below the search bar is a filter bar with a checkmark, a magnifying glass icon, and the text 'Row text contains 'audubon''. The table below has columns: 'Area', 'Complex', 'Site', 'School', and 'CPM'.

Area	Complex	Site	School	CPM
AREA-C1	DORSEY SH	AUDUBON MS (S-13564)	AUDUBON MS (0001802801)	Kirk Baker
AREA-C1	DORSEY SH	AUDUBON MS (S-13564)	AUDUBON MS GIFTED MG (0001802802)	Kirk Baker



Next, click on the school name to view and update the school's phone contact information.

The screenshot shows the 'FSD Users' interface. On the left is a sidebar with navigation links: 'User List', 'CPMs & Schools', 'Area Supervisors', 'School Supervisors', and 'FS Supervisors'. The main area is titled 'CPM, AOS & School Info'. It features a search bar with a magnifying glass icon and a 'Go' button. Below the search bar is a table with columns: 'Area', 'Complex', 'Site', 'School', and 'CPM'. The table contains two rows for 'AUDUBON MS'. Red arrows point to the 'School' column entries: 'AUDUBON MS (0001802801)' and 'AUDUBON MS GIFTED MG (0001802802)'.

Area	Complex	Site	School	CPM
AREA-C1	DORSEY SH	AUDUBON MS (S-13564)	AUDUBON MS (0001802801)	
AREA-C1	DORSEY SH	AUDUBON MS (S-13564)	AUDUBON MS GIFTED MG (0001802802)	

The Update School Info window will appear. To update the **Main Phone #**, **Cafeteria Phone #**, and/or the **Principal Phone #**, simply click on the field and overtype the exiting information. Click on the **Save** button when done.

The screenshot shows the 'Update School Info' window. It displays the following information: Site: AUDUBON MS, School: AUDUBON MS, Address: 4120 11TH AVE, LOS ANGELES, 90008, Principal Name: DAVIS, DEWAYNE D, Main Phone #: 323-299-2882, Cafeteria Phone #: 323-290-6355, Principal Phone #: 323-299-2882, CPM Visitation Log: checked, Last Updated: 20-SEP-18. Red arrows point to the phone number fields and the 'Save' button.

Site: **AUDUBON MS** School: **AUDUBON MS**

Address: **4120 11TH AVE** **LOS ANGELES** **90008**

Principal Name: **DAVIS, DEWAYNE D**

Main Phone #: **323-299-2882**

Cafeteria Phone #: **323-290-6355**

Principal Phone #: **323-299-2882**

☒ CPM Visitation Log

Last Updated: **20-SEP-18**

Save

Congratulations. You have just updated the school's phone number(s).

Should you have any questions on this guide, please contact Danny Lu (danny.lu@lausd.net / 213-241-1121), Mark Merrick (mark.merrick@lausd.net / 213-241-8620), John Herweg (john.herweg@lausd.net / 213-241-1127 or Rick Peterson (richard.peterson@lausd.net / 213-241-6274).