

LAUSD Maintenance and Operations Work Force Manager Mobile Application Guide How to Update Password

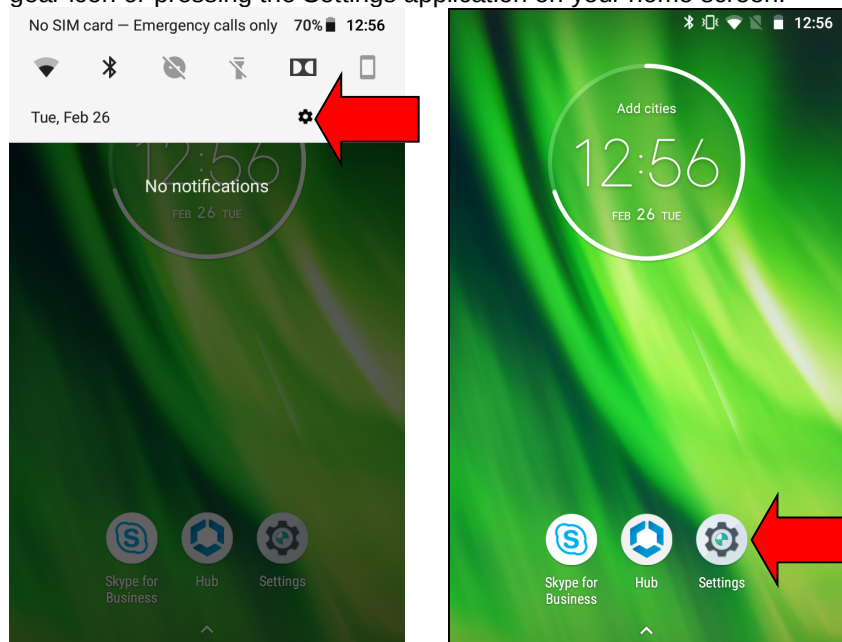
Background: If you have changed your District Single Sign-on Email password, you must re-establish the Wi-Fi network connection on your device and update the password on the WFM Mobile application.

1. RE-ESTABLISH LAUSD WIFI NETWORK CONNECTION

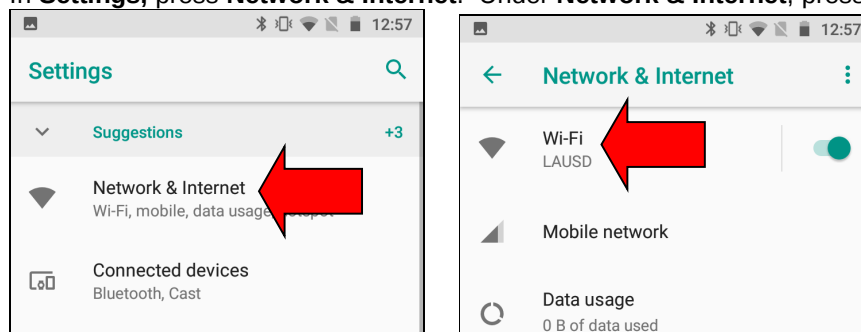
Turn on your device (e.g. Smartphone or Tablet) at a school location that has a solid LAUSD Wi-Fi connection and perform the following:

Go to Settings

You can access the Settings by swiping down from the top edge to bottom of the screen and pressing on the gear icon or pressing the Settings application on your home screen.

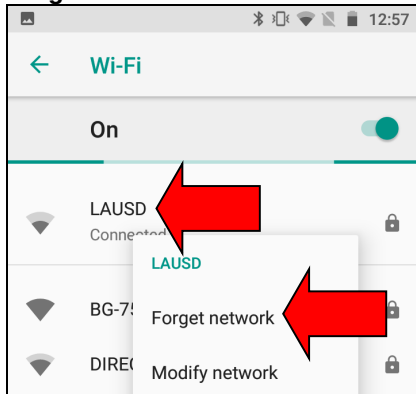


In **Settings**, press **Network & Internet**. Under **Network & Internet**, press **Wi-Fi**.

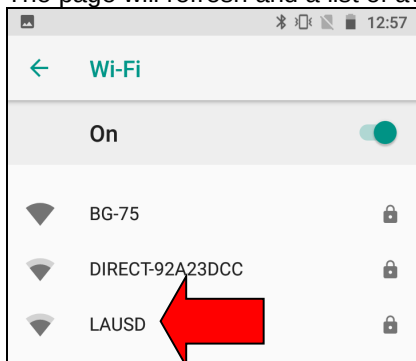




Next, locate the **LAUSD** connection, press and hold for 1-2 seconds and a dropdown list will appear. Press **Forget network**.



The page will refresh and a list of available networks will appear on the bottom. Press **LAUSD** again.



The settings pop up will appear, enter the following:

Network name:	LAUSD
EAP Method	PEAP
Phase 2 authentication	None
CA certificate:	Do not validate
Identity:	Your single sign on username
Anonymous identity:	Leave blank
Enter password:	Your single sign on password

After entering your information, press the **CONNECT** button.

LAUSD

EAP method
PEAP

Phase 2 authentication
None

CA certificate
Do not validate

No certificate specified. Your connection will not be private.

Identity
danny.lu

Anonymous identity

Password
.....

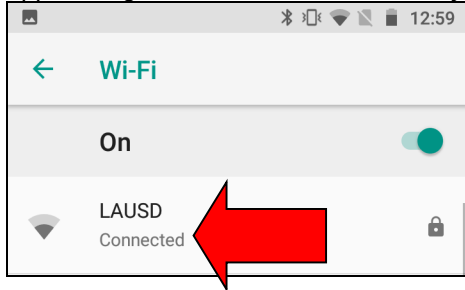
☐ Show password

Advanced options

CANCEL CONNECT



After pressing **CONNECT**, the device will attempt to establish connection. When the word **"Connected"** appears right below the word **LAUSD**, you have successfully established connection.



Note: If any other word appears, for example, **"saved,"** the username and or password was entered incorrectly. Please repeat steps from page 2.

2. UPDATE SAVED PASSWORD ON WFM MOBILE SHORTCUT APPLICATION

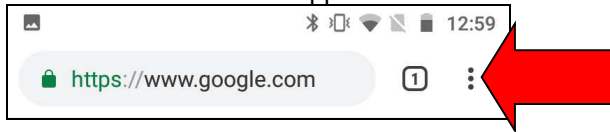
Clear Chrome Browser History

On the home screen of your device, press the **Chrome** application.

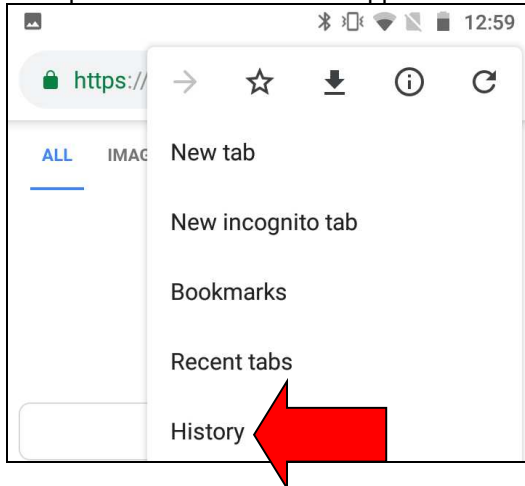




The chrome browser will appear. Press the **three dots** right below the time.



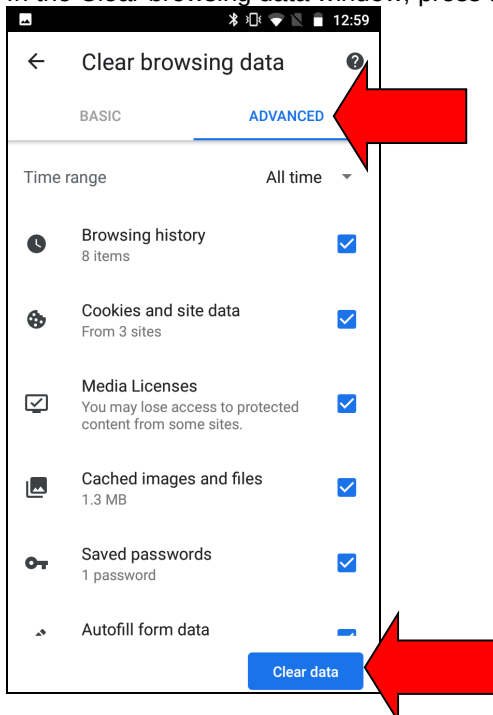
A dropdown list of actions will appear. Select **History**.



In the History window, press **Clear browsing data...**

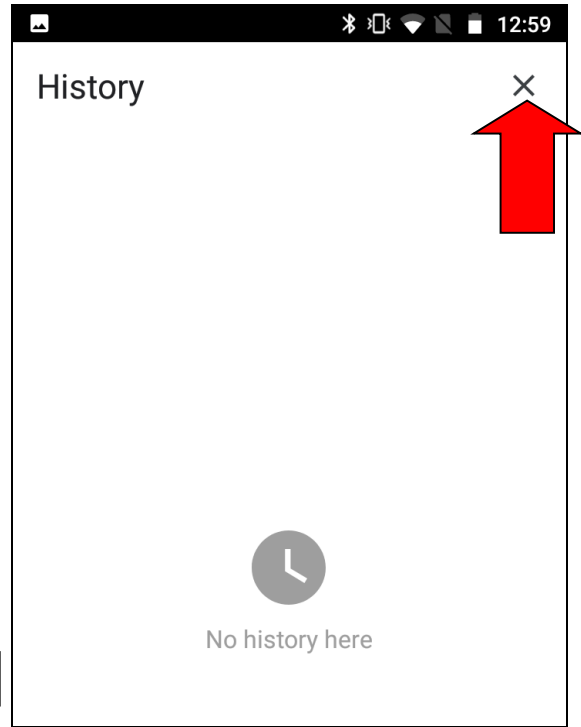
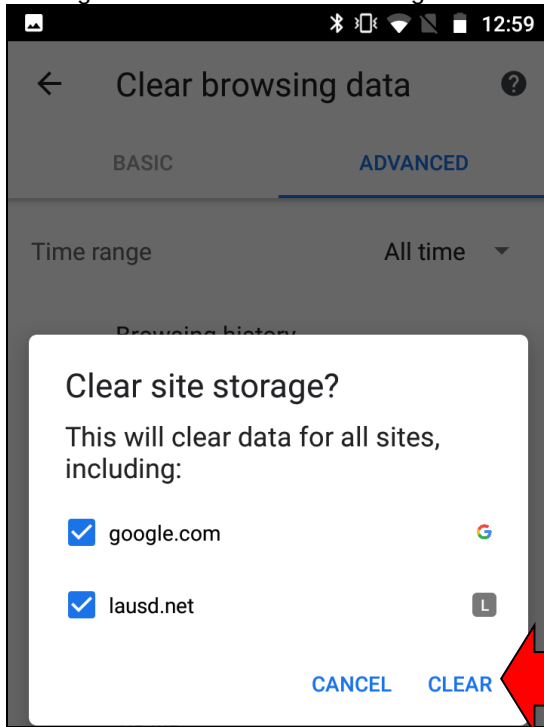


In the Clear browsing data window, press the **Advanced** tab, **check all boxes** and press **Clear data**.





A **Clear site storage?** window will appear. Press **Clear**. A **History** window will appear, close the window by clicking **X** or the **O** in the bottom to go home.



Next, press the **WFM Mobile Shortcut application** that was created for you in the training.





You will be taken to the login screen of the application. You may see a message that indicates that **“Your session has expired please login again;”** if so, press **Login**.

The screenshot shows a red header bar with the word "Assignments". Below it, a red message states "Your session has expired please login again". At the bottom right, there is a grey button labeled "Login". A large red arrow points to the "Login" button.

Enter your **Username** and **Password** and press **Log In**.

The screenshot shows a red header bar with the word "Login". Below it, text reads "Use single sign-on. Do not include @lausd.net". There are two input fields: "Username" containing "Danny.lu" and "Password" containing ".....". Below the fields is a grey button labeled "Log In". Three large red arrows point to the Username field, the Password field, and the "Log In" button.

After logging in, a **Save password? Popup** will appear. Press the **Save** button.

The screenshot shows a white popup window with a blue key icon and the text "Save password?". At the bottom, there are two buttons: "Never" and "Save". A large red arrow points to the "Save" button.

Congratulations! You have just successfully updated your connection to the LAUSD Wi-Fi Network and updated the saved password on the WFM Mobile application.

If you experience any issues with establishing a connection and/or updating the password to your WFM Mobile application, please contact the FTS helpdesk at **213-241-4642** or your M&O Area WFM Mobile “Superuser” for assistance.

Should you have any questions on this guide, please contact the 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), Nelson Castro (n.castro@lausd.net / 213-241-8764) or Rick Peterson (richard.peterson@lausd.net / 213-241-6274).