How to Access Employee Self-Service from an Apple Computer

1. Open your internet browser and type **selfservice.lausd.net** into the internet browser or click on "Employee Self Service" on the Inside LAUSD home page

2. Click "**Log On**"

3. Click on the first "**Link**" that appears in the Compatibility Check window

4. Click on the "**Employee Self Service**" icon and log onto the ESS website that opens in a new window

Accessing ESS on an Apple Computer requires a one-time download of the Citrix Online Plug-in. If you see a window that says "Download Client", follow these steps:

1. Click on "**Download**" and the Citrix Online Plug-in will begin to download

2. After the plug-in is downloaded, double click on the file
   (Note: The file maybe downloaded to your Downloads folder)

3. Next, double click on the install file for the Citrix Online Plug-in

4. Follow the instructions on-screen to install the Citrix Online Plug-in

5. After the Citrix Online Plug-in has been installed, navigate back to **selfservice.lausd.net** and click "**Log On**"

What if I have trouble accessing the ESS website from my Apple computer?
Call the ITD Help Desk at 213-241-LA00 (5200) for assistance.