My Integrated Student Information System

PURPOSE

This job aid provides instructions on how to access and download job aids that are published to the MiSiS website. Job aids are hosted behind Single Sign-On (SSO) to ensure MiSiS content is protected from non-LAUSD employees.

What does this mean for individuals that are trying to access a job aid?

- Users will be prompted to log in with their SSO account to view any job aids
- Job aids will open as a webpage, with the option to download and/or print

All job aids are accessible on the MiSiS website under the **Training** link. URL: http://misis.lausd.net

Step 1   From the job aids menu, select the category of the job aid needed.

MiSiS Job Aids

Schools may notice that the MiSiS job aids will now require using Single Sign-On (SSO) to view.

Download instructions on accessing job aids

- Academic Intervention
- Athletic Eligibility
- Attendance
- Auxiliary Eligibility
- Behavior Emergency Record
- Blackboard Connect
- Census (Demographics)
- Dual Language Program
- Early Education
- Elementary Scheduling
- English Learner
- Enrichment/Extended Learning Program

- Enrollment
    - One Enrollment
- General
- Gifted and Talented Education (GATE)
- Grades
- Graduation Standards
- Health
- Independent Study
- Linked Learning
- Manage Groups
- Master Scheduling

- Non-Public Schools (NPS)
- Parent Portal
- Reports
- Special Education
- State Reporting
- Student Photos
- Student Support (Counseling & Discipline)
- Student Testing
- Summer School
- Teachers
- Transcripts

Step 2   A list of job aids for the selected category displays. Click on the title of the job aid needed.
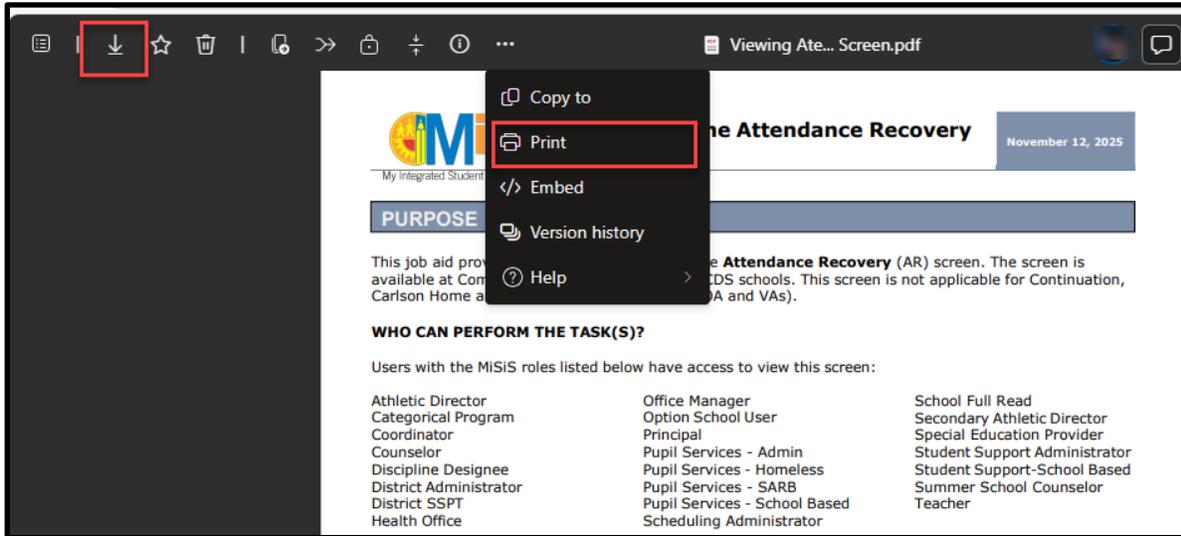

Step 3   Enter your SSO account information (full LAUSD email address and password) to log in. If prompted, complete steps for multi-factor authentication to verify your identity.
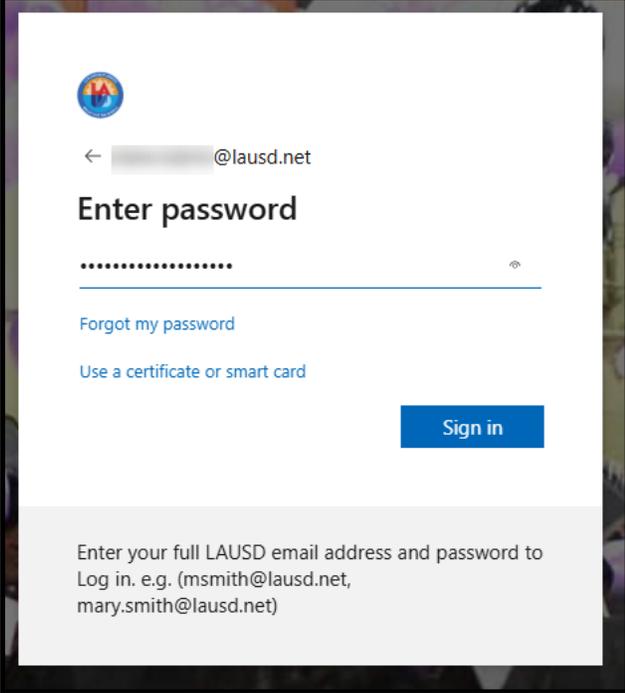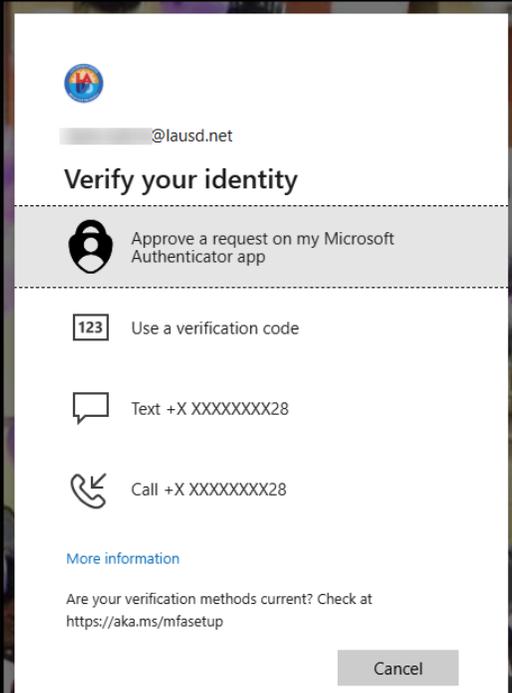
Step 4 The file will open in a new browser tab in either Word or PDF format. Select the option to **Download** or **Print** the file.

If the job aid opens in Word format, selecting the **Print** option will automatically convert the file to PDF. Click the Open PDF button to open and print the file.