



LAUSD EMPLOYEE FORM – ALL REQUIRED (*) FIELDS MUST BE COMPLETED IN ORDER TO PROCESS

*Name (Last)		*(First)		(Middle Initial)	
*Employee #		*LAUSD E-Mail Account			
*Position		*Primary Phone		Alternate Phone	
*School/Office (all assigned schools)					
*Location Code(s)					

For school staff roles, apply at <https://oneaccess.lausd.net>

<input type="checkbox"/>	Central Access Title:	Required: Immediate Supervisor: _____ Print Name
<input type="checkbox"/>	Nurse (School, LVN, etc.) Provider Type:	Required: Immediate Supervisor: _____ Print Name (This person will assign you to all your locations)
<input type="checkbox"/>	DIS/Related Service Provider (APE, LAS, Psychologist, etc.) Provider Type:	Required: Immediate Supervisor: _____ Print Name (This person will assign you to all your locations)

REQUIRED SIGNATURES: Your application will be rejected if either signature below are missing

I understand that I have access to confidential student records and I cannot discuss or share these records with unauthorized personnel.

<input checked="" type="checkbox"/> *Agreed:	_____ (Print) User's Name	_____ Signature	_____ Title	_____ Date
<input checked="" type="checkbox"/> *Approved:	_____ (Print) User's Name	_____ Signature	_____ Title	_____ Date

CHANGE/DELETE EXISTING ACCOUNT

<input type="checkbox"/>	Remove Location(s):			
<input type="checkbox"/>	Change of Location: From:	To:		
<input type="checkbox"/>	Change Title/Role: From:	To:		
<input type="checkbox"/>	No longer an Employee (Inactivate User)			
<input checked="" type="checkbox"/> Approved:	_____ (Print) User's Name	_____ Signature	_____ Title	_____ Date

TRAINING AND SUPPORT

For Welligent training, sign up through MyPLN by logging into <https://achieve.lausd.net/mypln> with your Single Sign-On account.

If you need an e-mail account or forgot your e-mail password call the ITD Helpdesk at (213) 241-5200 option 2.

Questions? Call the Welligent Support Section at (213)241-5200 option 8.

Attach this form to an online ticket for Welligent Support at: <https://lausd.service-now.com/esc>
 then select "Request Software Application Technical Support".