

**MiSiS Production Mirror Access Request
Form for School Based User Roles**



Los Angeles Unified School District
Information Technology Division
My Integrated Student Information System (MiSiS)
<http://misis.lausd.net>

(Rev. 05/29/2025)

Please print all information. All fields are required unless marked 'optional'.

NOTE: This form to be used for:

- Requesting access to user roles in MiSiS Production Mirror

For School Personnel requesting access to MiSiS, users must apply via OneAccess
<http://oneaccess.lausd.net>

User Role Selection

Use A to add one or more user roles.

For ALL Schools

- ☐ Categorical Programs Coordinator
☐ Counselor
☐ Office Manager
☐ Principal
☐ School Full Read
☐ School Limited Read
☐ Scheduling Administrator
☐ Special Education Provider

PLEASE BE ADVISED:

- Access will only be for the current academic year
- This Mirror environment will contain a copy of Production with data as of 10:00 PM from the previous night
- Any data added to this environment will be deleted every night as the data is refreshed.

The MiSiS Production Mirror can be accessed via:

<https://misispm.lausd.net/start/>

Identification (to be completed by the user)

Request Date: _____

Name (First) _____ (MI) _____ (Last) _____

Title _____ Employee No. _____

E-mail _____@lausd.net Phone () _____ ext. _____

School/Office Name _____ Location Code _____

Confidentiality Agreement

As a user of the My Integrated Student Information System (MiSiS), I understand that I will have access to confidential student, family, and employee records. In addition:

- I understand that I am entrusted with protecting the information within this system, in accordance with LAUSD bulletins 1077.1 (Information Protection Policy) and 2469 (Pupil Records: Access, Confidentiality, and Notice of Education Rights), and state and federal confidentiality laws.
- I understand that I may not discuss information related to records with non-authorized employees.
- I understand that I must guard records from being viewed by non-authorized employees.
- I understand that sharing my Single Sign-On (SSO) username and password will result in immediate disciplinary action.
- I understand that I must meet all requirements of the Acceptable User Policy (Bulletin 999), located at the bottom right of the LAUSD website.

Violation of any of the terms above may result in disciplinary action, as specified in District bulletins 999 and 1077, as well as legal liability and/or penalty under state and federal confidentiality laws.

User's signature _____ Date _____

Site administrator's signature _____ Date _____ Site administrator's job title _____

Site administrator's full name (please print) _____@lausd.net
Site administrator's email address _____

⇒ Please note: Site administrators are defined as principals or assistant principals. ⇐

MiSiS Account Notification

Optional: Please also notify the person below once the account is ready for use.

Name _____ Title _____ E-mail: _____@lausd.net

******* MiSiS/ITD Use Only *******

() – Approved () – Disapproved – Reason _____

MiSiS _____ Date _____ ITD Security _____ Date _____

Attach this form to an online ticket for MiSiS at: <https://lausd.service-now.com/esc>

For assistance with creating and/or attaching a form to a ticket, please call the ITD Help Desk at (213) 241-5200, option 5.