

Parent Acknowledgement and Device/Connectivity Request Job Aid for Schools

[Device.lausd.net](https://device.lausd.net) was created so that parents have access to submit an online request for technology including devices and internet connectivity. As well as to allow parents to review and initial the agreement for loaned equipment.

Referring families to the Parent Acknowledgement and Device/Connectivity Request Portal

Action for School:

Communicate the following link to parents/guardians via Blackboard Connect, Schoology, Email or desired mechanism, to fill out the digital Parent Acknowledgement and Device/Connectivity form and ensure we are only sending to LAUSD families.

Link: device.lausd.net

Action for Parents/Guardians:

Log in and fill out the digital form.

Action for Schools:

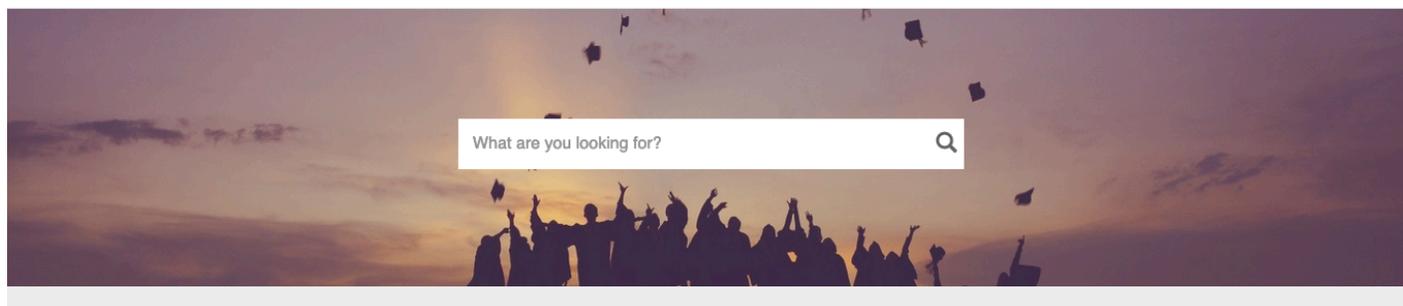
How to provide access to the Parent Acknowledgement and Device/Connectivity Report Data to additional staff members.

- Administrators can add additional users/administrators by going to principalportal.lausd.net
- Log into the Principals portal by clicking on the login button on the upper right-hand portion of the screen.



Job Aids

Login



- Click on Tools in the upper right-hand side of the Principal's Portal.

The screenshot shows the top navigation bar of the Principal's Portal. On the left is the logo with three icons (graduation cap, school building, person) and the text 'Principal's Portal'. On the right are links for 'Job Aids', 'Tools' (highlighted with a green box), and a user profile for 'richard.alvarez' with a 'Logout' link. Below the navigation is a search bar with the placeholder text 'What are you looking for?' and a magnifying glass icon. At the bottom of the header, there is a navigation bar with a left arrow, 'Mar 2020', a right arrow, and a link 'See all Months'. In the center is the text 'Upcoming Important Actions'. On the right are three buttons: 'All' (highlighted in blue), 'Elem.', and 'Second.'.

- Click on User Manager

The screenshot shows the 'Administrator Tools' section of the Principal's Portal. The navigation bar at the top includes 'Home', 'Job Aids', 'Tools', and the user profile 'richard.alvarez' with a 'Logout' link. The main heading is 'Administrator Tools'. Below it, there are two links: 'User Manager' (highlighted with a green box) and 'Status Report'.

- Click on Add Users which is located as you scroll down and click on the yellow bar that says Add Users Click Here.

The screenshot shows a pagination bar with buttons for '1', '2', '3', '4', '5', and an ellipsis '...'. Below it is a yellow horizontal bar with the text 'Add Users (click here)' on the left and a downward-pointing chevron icon on the right. The text 'Add Users (click here)' is highlighted with a green box.

[Return to Main Menu](#)

- Click on Find.

Add Users (click here) ▼

To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

User Name:

User Type:

Location/Local District:

Module (System): Gifted/Talented Programs

Role: All

- Type in First and Last Name
- Click on search

Resource Search Screen

First Name:

Last Name:

- Click on the employee number of the individual you want to give access to.
- Allow user school level access
- For module select device distribution
- Click add user.
- If you have multiple location codes at your school site, you should add the user to all of the location codes.

Add Users (click here) ▼

To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

User Name:

User Type:

Location/Local District:

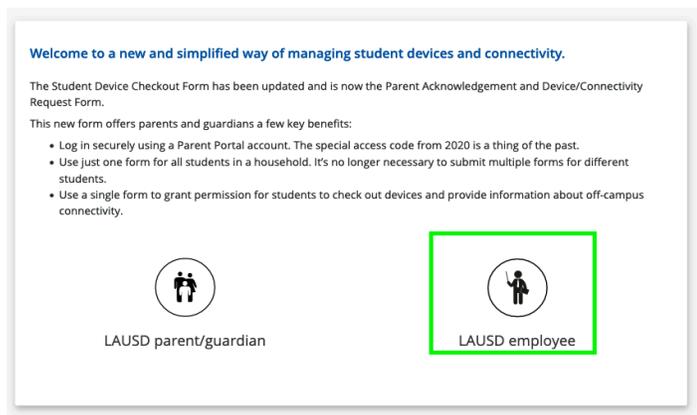
Module (System): Gifted/Talented Programs

Role: All

How do I log in to access who has applied for a device at my school?

1. Go to website: device.lausd.net

2. Click on LAUSD employee



- Enter your full LAUSD email address i.e. john.doe@lausd.net and password

- You will have access to your schools a device/ connectivity request data on the screen below.

Device & Connectivity
Request Form

[Submit a request](#) [Report](#)

En Español

Device/Connectivity Request

Clear search filters

Request ID

Student ID

Student First name

Student Last name

School

LD

Submitted from

Submitted to

Requesting device

Requesting Internet

Result: 21,796 Sort by: Submitted date

ID	School	Student	Parent	Requesting Device	Requesting Internet	Status	Submitted
22100	DANA MC STEAM BAAC	DANA ECEALIANI	Erinice Eshahai	Yes	No	Submitted	9/17/2021 12:47 PM

Filters below can be applied when viewing /searching through your data.

You will only see data for your school site or school which you have been granted access for.

The screenshot shows the top of the 'Device & Connectivity Request Form' interface. At the top left is the logo with icons for a school, a person, a document, and a globe, followed by the text 'Device & Connectivity Request Form'. On the top right are links for 'Submit a request', 'Report', and 'Logout'. Below the header, there is a language selector 'En Español'. The main heading is 'Device/Connectivity Request'. A search filter section is highlighted with a green border, containing fields for 'Request ID', 'Student ID', 'Student First name', 'Student Last name', 'School', 'LD', 'Submitted from', 'Submitted to', 'Requesting device', and 'Requesting Internet'. There are 'Search' and 'Export' buttons. Below the filters, it shows 'Result: 21,796' and 'Sort by: Submitted date'. A table with columns 'ID', 'School', 'Student', 'Parent', 'Requesting Device', 'Requesting Internet', 'Status', and 'Submitted' is partially visible.

- If you wish to export your schools data to excel, please click on the Export button identified below and follow prompts.

This screenshot is similar to the previous one, showing the search filters and the 'Export' button highlighted with a green box. The rest of the interface, including the header, language selector, and table, remains the same.

This screenshot shows the same interface as the previous ones, but with a dialog box overlaid in the center. The dialog box is titled 'Opening Requests.xlsx' and contains the following text: 'You have chosen to open: Requests.xlsx which is: Microsoft Excel (Open XML) (4.1 MB) from: https://myapps.lausd.net'. Below this, it asks 'What should Firefox do with this file?' with three options: 'Open with Microsoft Excel (default)' (selected), 'Save File', and 'Do this automatically for files like this from now on.'. There are 'Cancel' and 'OK' buttons at the bottom of the dialog. The background interface is slightly dimmed.