

General Information

This guide explains how staff members access the Field Trip application. Access is automatically assigned based on job roles, managed through HR assignments and the principals' portal.

Access Based on HR Assignment

Certain staff members are granted automatic access to the system based on their designated job titles within the HR system, a process referred to as **auto-provisioning**.

- **Principals and Assistant Principals:** Individuals holding these positions will receive the necessary system access appropriate for their roles.
- **Athletic Staff:** This category includes **Athletic Coaches, Assistant Athletic Directors,** and **Athletic Directors**. System access will be provisioned automatically when a principal or assistant principal adds an individual as a coach through the **Principal Portal**.

Access Granted via Principal Portal

Principals and Assistant Principals can assign specific roles to staff members, which in turn grants them access.

- **Field Trip Designee:** This role gives you the ability to **view and create field trip requests** for your school site. A principal or assistant principal must designate you for this role.
- **Field Trip Nurse:** This role provides access to field trip information relevant to your responsibilities. A principal or assistant principal must designate you for this role.
- **School Site Staff:** If you're a staff member at a school site, you will automatically be able to **view and create field trip requests** for your school.

Access Granted via the Field Trip System

Some staff members get access to field trip systems through a formal request process, typically by opening a support ticket using **Service Now**.

- **School Office Staff:** Staff who need **view-only access** to field trip requests for their school site.
- **Nurses (Regional/Central Office):** Nurses who need access to field trip information across multiple regions or the entire school district.
- **Approvers:** Various central office departments have staff who need to approve field trips for specific reasons. This includes staff from:
 - **Risk Management**
 - **Office of Environment Health & Safety (OEHS)**
 - **Office of Outdoor Education (OOEE)**
 - **Title I**
 - **Transportation Accounting**

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- **Transportation Dispatch**
- **Athletics:** Central office staff who oversee the athletics program.
- **Final Approvers for Out-of-State/Country Trips:**
 - **Department Superintendent, Instruction:** Approves non-athletic trips.
 - **Department Superintendent, Business:** Approves athletic trips.
- **Note:** The "TVL" role is now **obsolete** and may be managed by the Procurement Department.

Support Staff Access

These staff members have access to the systems to provide support and administration.

- **IT Support:** Service Desk staff who provide **Tier 1** technical support (basic troubleshooting).
- **AdminRM (Risk Management):** Staff who act as application administrators and provide **Tier 2** support (more complex issues).
- **Admin (ITS EA Apps):** Staff who provide **Tier 3** support (advanced technical issues and application management).