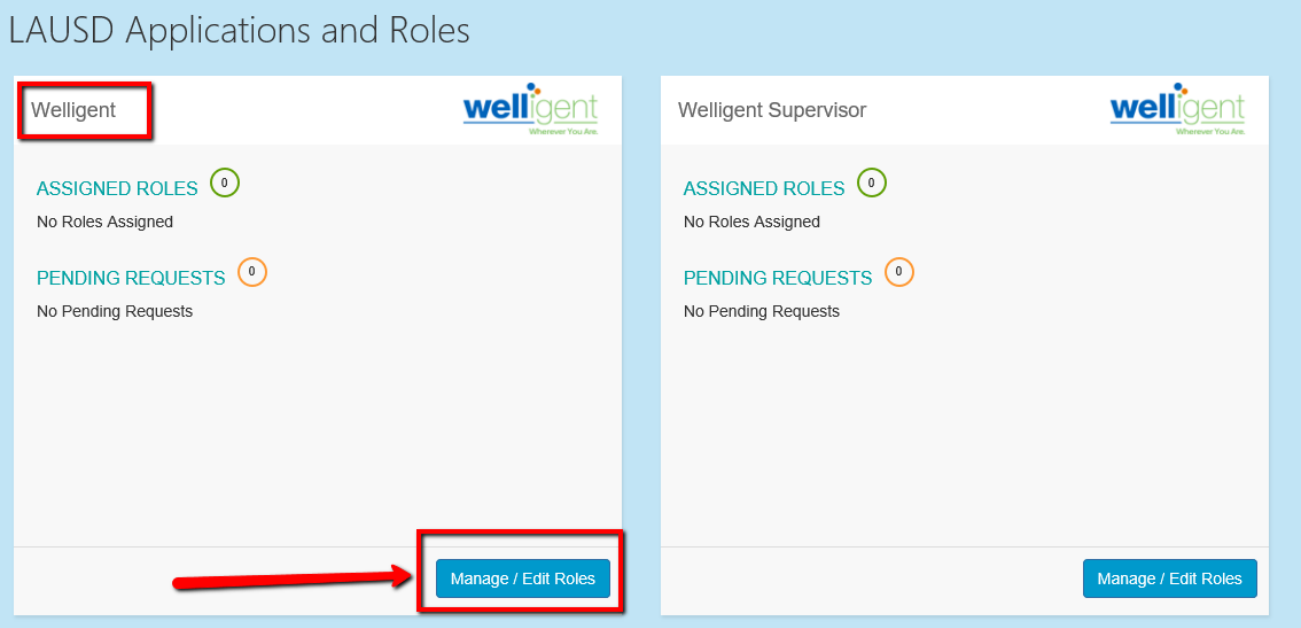
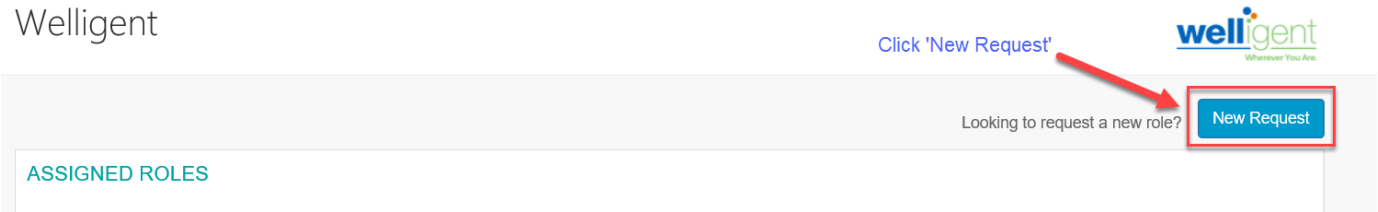
To Add Location or Change a Role to an existing LAUSD Welligent account:

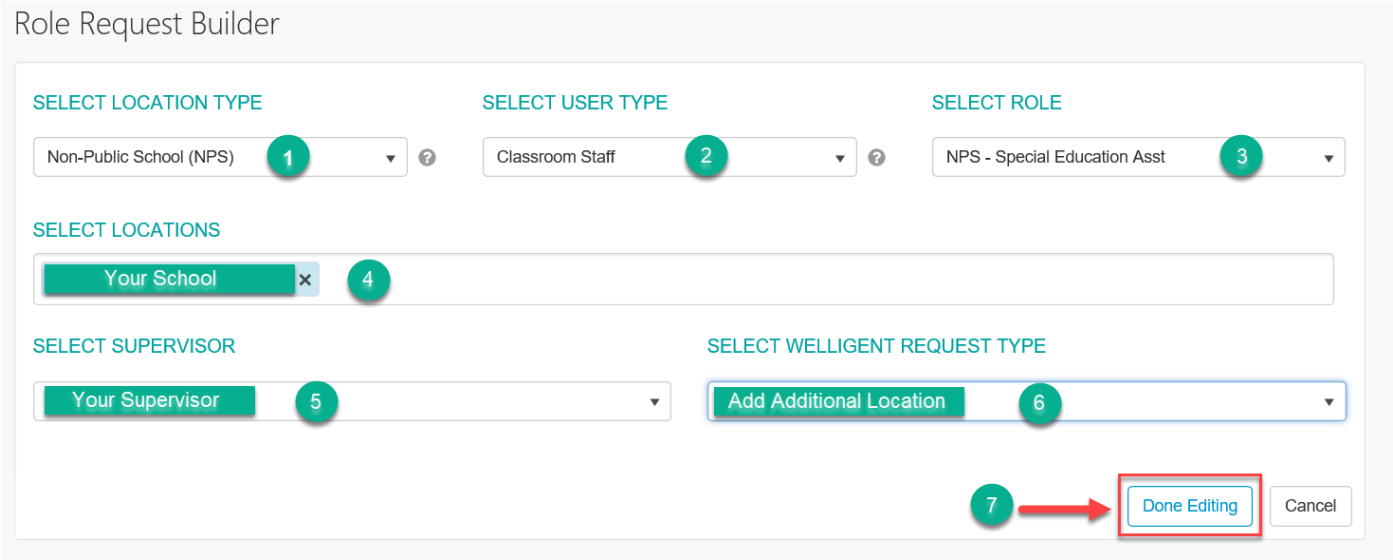
Go to https://oneaccess.lausd.net/ and click on 'Sign in'

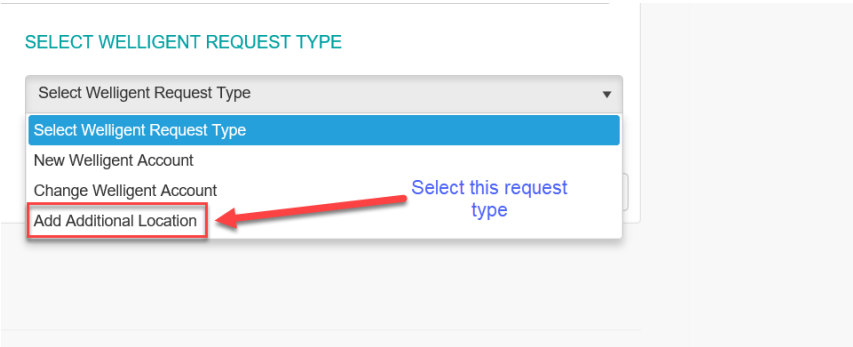
For the username, enter your Account name and add **'@lausd.net'**
e.g. 'mary.smith@lausd.net'
Enter the password you just created.
Once logged in, click on **Manage/Edit Roles** in the **Welligent** box.





Step 1 Select **Location Type**. (Non-Public School)
Step 2 Select **User Type**. In this example, **Classroom Staff** was selected.
Step 3 Select **Role**. In this example, **NPS – Special Education Asst.** was selected.
Step 4 Select **Location. Select the School you have been assign** from dropdown list.
Step 5 Select **Supervisor.** (Select name of supervisor from dropdown list.)
Step 6 Select **Welligent Request Type** In this example, **Add Additional Location** was selected.
Step 7 Click on the **Done Editing** button.



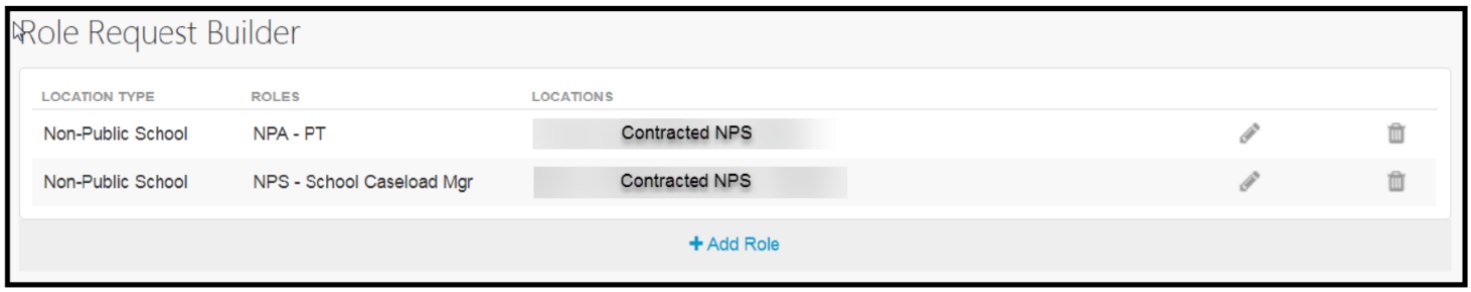


IMPORTANT NOTES:

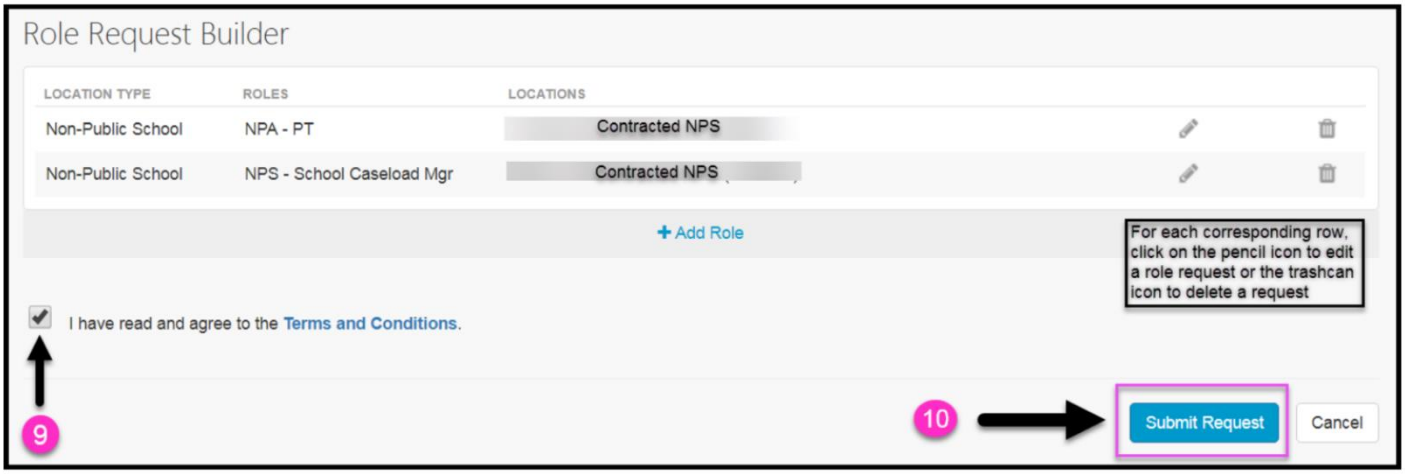
*For Select User Type and Select Role, this depends on your position and function. If you are not sure what to select, **ASK YOUR SUPERVISOR** before submitting.*
For Select Location, if you need multiple locations, you need to repeat this process for every location separately.
In Select Supervisor, if a clinician, select the supervisor who will be approving your notes. If a Teacher/TA, select the school administrator.

Step 8 Click on the **+Add Role** button and repeat steps **1-7** to select additional user roles.

You may select additional roles for the same nonpublic school/agency, or select various roles for other nonpublic schools/agencies. A completed sample is shown below.



Step 9 Select the **check box** agreeing to the **Terms and Conditions.**
Step 10 Click the **Submit Request** button to complete the role request.



You are done and should see the changes a day after the request has been approved by the site administrator.

Thanks,

Rowel Magalong
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