



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Welligent Access for School-Site Employees  
Using oneAccess

**NUMBER:** REF-080105

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**ROUTING**  
All Employees  
All Schools

**PURPOSE:** The purpose of this reference guide is to inform all employees of the expansion of the oneAccess (<https://oneaccess.lausd.net>) portal to include Welligent account auto-processing and to provide all employees directions for using oneAccess to acquire Welligent access.

**MAJOR CHANGES:** Welligent access is now provided through the oneAccess (<https://oneaccess.lausd.net>) portal. There are three processes for acquiring access based on the employee’s school-based role or responsibility: auto-provisioning, auto-create, and manual requests. The three processes and corresponding school-based roles are as follows:

I. **Auto-Provisioning.** Auto-provisioning automatically creates and approves Welligent access based on the employee’s school-based job class. This process will apply for new employees as well as those moving to a different position, role, or location. When a user changes cost center or class code, auto-provisioned Welligent accounts will be automatically removed. Access is automatically granted for users who are part of a campus cost center. Teachers (Special Day Program and Resource Specialist Program), principals, and assistant principals do not need to submit a request via oneAccess to acquire Welligent access. Site administrators do not need to approve Welligent access for these users. Auto-provisioning will not grant pool teachers or pool administrators access to Welligent. Email notifications will not be sent in the auto-provisioning process. Auto-provisioning will be provided for the following school-based job classes:

- |                                  |                                 |
|----------------------------------|---------------------------------|
| Asst Prin, Sec Counslng Srvc     | Principal, Alternative School   |
| Asst Prin, Adult Counslng Srvc   | Principal, Opportunity High Sch |
| Principal, Sec Small Schl        | Principal, Opportunity Center   |
| Principal, Center Enrich Studies | Principal, School Pregnt Minrs  |
| Principal, Middle College Hs     | Principal, Special Education    |
| Principal, Youth Oppor Unit Hs   | Principal, Elementary           |
| Principal, Secondary             | Asst Prin, Secondary            |
| Principal, City Of Angels        | Asst Prin, Special Education    |
| Principal, K - 12                | Asst Prin, Adult Education      |



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Principal, Adult Education	Asst Prin, Sch For D/Hh
Principal, School Deaf Hrd/Hrng	Asst Prin, Elementary
Principal, Carlson Hosp School	Asst Prin, Elem Instrctnl Spst
Principal, Continuation High Sch	Principal, Early Eductn Center
Principal, Pilot School	Sp Ed Tchr
Principal, Elem Small Schls,	Tchr,Sp,Rsp
Tmp Adv-Mst	Special Education Tchr, Moderate/Severe Dis

II. **Auto-Create.** The auto-create process will automatically create a Welligent request for special education assistants and health care assistants. Users do not need to submit a request via oneAccess, however site administrators must approve Welligent access via oneAccess. The school-site administrator will receive an email notification for each auto-created request. The school-based job classes that will be auto-created in oneAccess are as follows:

Spvg Special Ed Assistant	Spec Education Trainee
Sp Ed Assistant	Health Care Assistant
Sp Ed Assistant/BII	

III. **Manual Requests.** All users/job classes not listed in the auto-provisioning or auto-create process must make a manual request for Welligent access. Manual requests require that the user submit a Welligent access request at <https://oneaccess.lausd.net>. The school-site administrator will receive an email notification for each manually created request. The following job classes and school-based responsibilities must submit a request via oneAccess and their site administrator must use oneAccess to approve the request:

IEP Coordinator	MCD Clerk
Dean/Counselor	Administrative Designee

Additionally, the following circumstances require a manual request:

1. All users who require additional access, such as an additional location or role. Such a user would include APEISs with multiple schools.
2. Users who must remove their access.
3. Campus location access must be submitted for each location and must be approved for each location.

When a manually requested user leaves a school site, they must request that their access be cancelled, or the site administrator must reject their request.

**INSTRUCTIONS:** Instructions vary based on the employee’s school-based job class or responsibility.

- I. Employees with job classes that are **auto-provisioned** do not need to take any



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- action to acquire their Welligent access.
- II. Employees with job classes that are **auto-created** do not need to take any action to acquire their Welligent access. Their site administrator however must log in to oneAccess to approve their access.
- III. Employees with job classes that require **manual request** must submit a request via oneAccess. (see Attachment A)
1. Using Chrome internet browser, go to <https://oneaccess.lausd.net>.
  2. Sign in using your single-sign-on (sample@lausd.net) and password.
  3. Under the Welligent category, click “Manage/Edit Roles.”
  4. Click “New Request.”
  5. Make the appropriate selections from the drop-down menus.
  6. Click “Done Editing” when done.
  7. Agree to the “Terms and Conditions” by clicking on the check box.
  8. Click “Submit Request” to finalize request.

### RELATED RESOURCES:

None

### ASSISTANCE:

For additional assistance or further information please contact the ITD Held Desk at (213) 241-5200 Option 8 or create a Help Desk ticket at <https://lausd-myit.onbmc.com>.