



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Mandatory Online Training For Three-Hour
Campus Aides

NUMBER: MEM-5998.3

ISSUER: Earl R. Perkins, Associate Superintendent
Division of District Operations

DATE: February 9, 2017

PURPOSE: This Memorandum provides information on the mandatory online training for all three-hour campus aides.

MAJOR CHANGES: This Memorandum replaces Memorandum 5998.2, dated January 4, 2017. It reflects updates training information and establishes new timelines for completion.

INSTRUCTIONS: The Personnel Commission (PC) will continue outreach efforts in order to identify eligible personnel to fill any remaining three-hour campus aide vacancies. Schools still needing to staff positions will be provided an opportunity to interview candidates. In addition, schools may recruit their own candidates and refer them to the employment offices in the valley or mid-cities to schedule an appointment for processing.

ROUTING
Administrator of Operations
Operations Coordinators
All Principals

I. Online Training

A. Three Hour Campus Aides

All three-hour campus aides are required to complete “Campus Aide 102” Online Training. Current campus aides will be automatically enrolled in the course via the Learning Zone and will receive an email with instructions on accessing the training, which should be completed by February 24, 2017. The training only needs to be completed one time.

B. Newly Hired Three-Hour Campus Aides

All three-hour campus aides hired after January 1, 2017 will be automatically enrolled in the training which should be completed within 30 days after beginning their assignment.

II. Accessing the Training

Employees need to activate their Single Sign On (SSO) to access the training (see Attachment A). For technical assistance regarding their SSO, employees should contact the ITD Helpdesk at (213) 241-5200.



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III. Safety Tools

Schools receiving at least one three-hour campus aide position were issued a two-way radio and should update their radio inventory at www.lausd.net/radiounit. All campus aides, regardless of the amount of hours worked, must wear a District vest at all times for high visibility and ease of recognition. Vests are available from the District Warehouse for purchase.

ASSISTANCE: For assistance or further information regarding the online training for three-hour campus aides, please contact the Local District Administrator of Operations or the Division of District Operations at (213) 241-5337.



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Attachment A

How to Activate Your LAUSD Email Account

Instructions for campus aides

The District provides each employee with an account that can be used to access District email and a variety of online tools. This is known as the employee Single Sign-On (SSO) account. If you are a new or returning employee, follow the steps below to activate your account:

1. The first step is to go to our Single Sign-On landing page at <http://sso.lausd.net>. You can use this page to activate an SSO account, update your information about in the District's global online directory or change your account password.
2. Click on **Activate your LAUSD account**.
3. You will see the terms of the District's [Acceptable Use Policy](#), to which every employee must agree before using the District's computing environment. Select the **Agree** option to indicate that you agree to the terms of the policy.
4. Indicate that you are a regular LAUSD employee.

Follow these steps:

1. Enter the following information:
 - Your eight-digit employee number (usually with two zeroes at the front, e.g., 00123456)
 - Your date of birth following the format MM/DD/YYYY
 - The last four digits of your social security number
 - Click **Next**.
2. You will see a screen showing you the email address you have on file. Now you can select a password. Be sure to follow the password guidelines listed below:
 - Enter your password of choice where it indicates **New Password**
 - Enter your password again where it indicates **Confirm Password**
 - Click **Next**.
3. You will see a screen indicating that your account was set up successfully. If you do not see this screen and are met with any error messages, try repeating the steps above paying careful attention to the password guidelines.

Password Guidelines

1. Your password must be between 8 and 20 characters long.
2. Your password cannot be the same as your user ID.
3. Your password must contain at least one alphabetic and at least one numeric character.
4. Your password cannot contain three repeated characters in a row (e.g., "password1111" would be invalid).
5. Passwords with common letter combinations (e.g., "abcde" or "12345") or dictionary words longer than six characters (e.g., "kitchen") will not be accepted.

For assistance with this process, [contact the IT HelpDesk](#) at (213) 241-5200.