



October 25, 2019

Requesting Welligent Access for School-Site Staff

The purpose of this document is to provide guidance to LAUSD school-based staff on how to request and manage Welligent user roles that require manual activation and to track their processing status, via the **oneAccess** portal. Beginning October 25th, 2019, **oneAccess** replaces the User-ID Form for school-based LAUSD employees requesting Welligent accounts. Key features include tracking role request status, administrator review of currently assigned Welligent roles, and the ability to revoke approved roles.

BEFORE YOU GET STARTED

- You must have an active LAUSD single sign-on (SSO) account prior to applying for a Welligent role in **oneAccess**
- Determine the role and school location(s) you will need access to before applying online.

LOG IN

1. Access **oneAccess** at <https://oneaccess.lausd.net>, and click **Sign In**.
2. Log in using your **single sign-on (SSO)** credentials.
3. Select Welligent Manage/Edit Roles

The screenshot shows the oneAccess portal interface. At the top, there is a navigation bar with 'Home', 'Profile', and 'Help Guides'. Below this, a user profile section displays 'Employee' and 'Contract End Date'. The main content area is titled 'LAUSD Applications and Roles' and contains four panels:

- MISIS**: Shows 'ASSIGNED ROLES' (No Roles Assigned) and 'PENDING REQUESTS' (No Pending Requests).
- Schoology**: Shows 'ASSIGNED ROLES' (No Roles Assigned) and 'PENDING REQUESTS' (No Pending Requests).
- Welligent**: Shows 'ASSIGNED ROLES' with two roles: 'School Administrator' (107TH ST EL (1585701)) and 'Resource Specialist Program (RSP) Teacher' (20TH ST EL (1727401)). It also shows 'PENDING REQUESTS' (No Pending Requests).
- OneAccess User Portal**: Shows 'ASSIGNED ROLES' (No Roles Assigned) and 'PENDING REQUESTS' (No Pending Requests).

A green arrow points to the 'Manage / Edit Roles' button in the Welligent panel.

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4. Select **New Request**

Welligent

Looking to request a new role? **New Request**

ASSIGNED ROLES	
ROLES	STATUS

MY REQUESTS						
REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE	

- Step 1** Select **Location Type**. In this example, **School** was selected.
- Step 2** Select **User Type**. In this example, **Teacher** was selected.
- Step 3** Select **Role**. In this example, **Resource Teacher** was selected.
- Step 4** Select **Locations**. In this example, **20th St El (1227401)** was selected.
- Step 5** Select **Supervisor**. In this example **Garcielita, Mario** was selected
- Step 6** Select **Welligent Request Type**. In this example, **Change Welligent Account** was selected.
- Step 7** Click **Done Editing**. (Make sure you check off that you have read and agree to the Terms and Conditions).

one **Access** Home Profile Help Guides ROSA BURLINGHAM [19:21] Sign Out

Welligent

Role Request Builder

SELECT LOCATION TYPE **Step 1**: School
SELECT USER TYPE **Step 2**: Teacher
SELECT ROLE **Step 3**: Resource Specialist Program (RSP) Teacher
SELECT LOCATIONS **Step 4**: 20TH ST EL (1727401) x
SELECT SUPERVISOR **Step 5**: Garcielita, Mario
SELECT WELLIGENT REQUEST TYPE **Step 6**: Change Welligent Account

I have read and agree to the [Terms and Conditions](#).

Done Editing **Cancel**
Submit Request **Cancel**

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You may select additional locations for the same user role. A completed sample is shown below.

The screenshot shows the Welligent user interface. At the top, there is a navigation bar with 'one ACCESS', 'Home', 'Profile', 'Help Guides', and 'Sign Out'. Below the navigation bar, the page title is 'Welligent' and the Welligent logo is in the top right corner. The main content area is divided into two sections: 'ASSIGNED ROLES' and 'MY REQUESTS'. In the 'ASSIGNED ROLES' section, there is a table with one row: 'School Administrator' for '107TH ST EL (1585701)', with an expiration date of '3/4/2047' and a status of 'Active'. A green arrow points to a 'New Request' button in the top right of this section. The 'MY REQUESTS' section contains a table with two rows of requests.

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
5335B727	Resource Specialist Program (RSP) Teacher	20TH ST EL (1727401)	10/18/2019	Submitted	
F68CC018	School Administrator	107TH ST EL (1585701)	10/18/2019	Approved	

In this screen you can also view and manage your assigned roles and pending request.

This screenshot is similar to the previous one but highlights management actions. A green arrow points to the 'Active' status in the 'ASSIGNED ROLES' table. In the 'MY REQUESTS' table, green arrows point to the 'Submitted' status and the 'Approved' status with its associated trash icon, indicating that these requests can be managed.

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
5335B727	Resource Specialist Program (RSP) Teacher	20TH ST EL (1727401)	10/18/2019	Submitted	
F68CC018	School Administrator	107TH ST EL (1585701)	10/18/2019	Approved	

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A request number is assigned to each pending role request. A different number is assigned to each request for a different location. A sample is shown below:

Looking to request a new role? [New Request](#)

ASSIGNED ROLES

ROLES	STATUS
<ul style="list-style-type: none"> School Administrator 	Active
107TH ST EL (1585701) Expires: 3/4/2047	

MY REQUESTS

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
5335B727	Resource Specialist Program (RSP) Teacher	20TH ST EL (1727401)	10/18/2019	Submitted	
F68CC018	School Administrator	107TH ST EL (1585701)	10/18/2019	Approved	

The processing status of the request will display in the **Status** column

Looking to request a new role? [New Request](#)

ASSIGNED ROLES

ROLES	STATUS
<ul style="list-style-type: none"> School Administrator 	Active
107TH ST EL (1585701) Expires: 3/4/2047	

MY REQUESTS

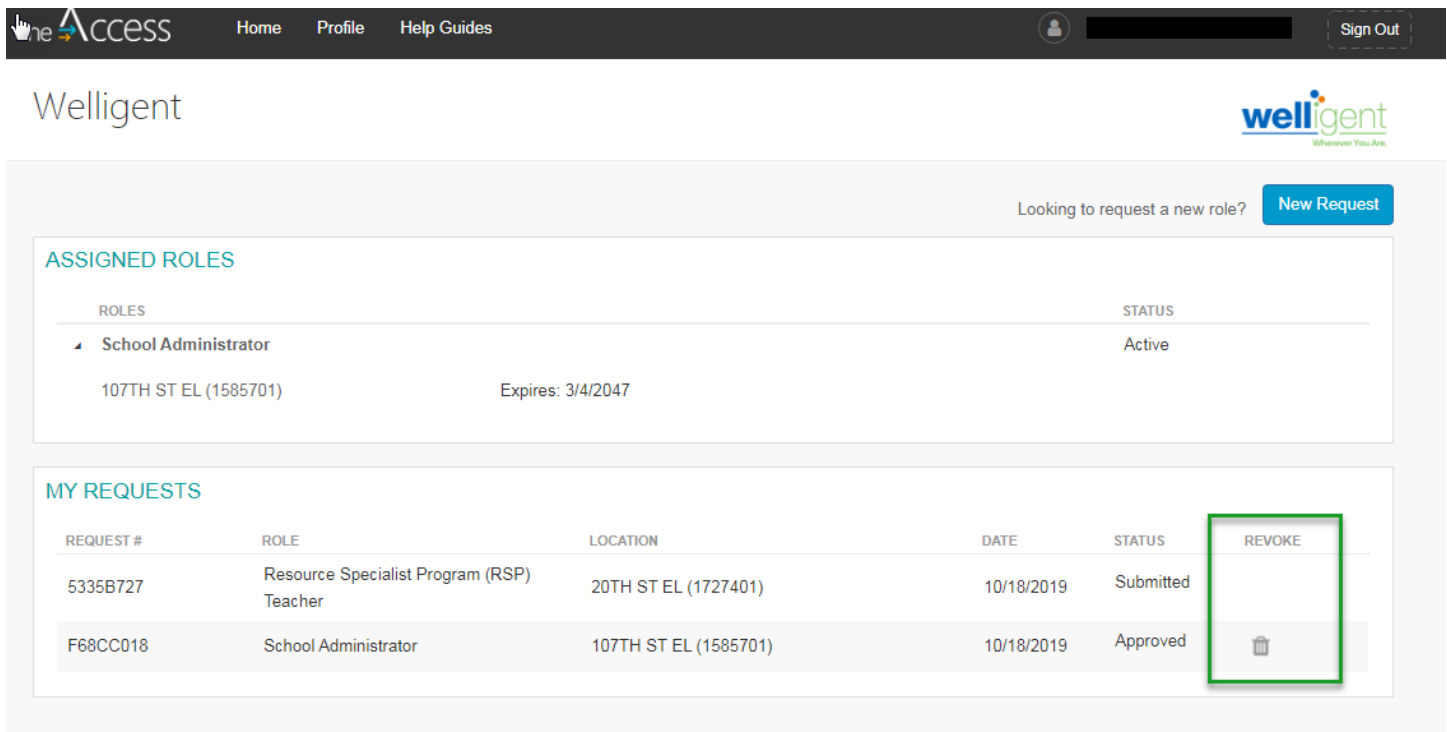
REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
5335B727	Resource Specialist Program (RSP) Teacher	20TH ST EL (1727401)	10/18/2019	Submitted	
F68CC018	School Administrator	107TH ST EL (1585701)	10/18/2019	Approved	

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A description of each status is shown below:

Request Status	Description
Submitted	User has submitted role request, pending administrator approval
Approved	Administrator has approved user role request
Cancelled	Approved role has been successfully revoked
Cancel Requested	The system is currently processing a request to revoke a user role
Expired	The role has expired based upon the expiration date of the role request, which is calculated on a role-to-role basis
Rejected	An approver has rejected a user's role request, or the request has aged out of the system waiting in an approver's queue

This revoke button effectively removes the role from the user profile, and user will no longer have the Welligent role.



The screenshot shows the Welligent user interface. At the top, there is a navigation bar with 'Home', 'Profile', and 'Help Guides' links, along with a user profile icon and a 'Sign Out' button. Below the navigation bar, the 'Welligent' logo is on the left and the 'welligent' logo with the tagline 'Wherever You Are.' is on the right. A blue button labeled 'New Request' is positioned in the top right corner of the main content area.

The main content area is divided into two sections:

- ASSIGNED ROLES:** This section displays a table with two columns: 'ROLES' and 'STATUS'. The first row shows 'School Administrator' with a status of 'Active'. Below this, the role details are listed: '107TH ST EL (1585701)' and 'Expires: 3/4/2047'.
- MY REQUESTS:** This section displays a table with five columns: 'REQUEST #', 'ROLE', 'LOCATION', 'DATE', and 'STATUS'. There are two rows of requests:
 - Request # 5335B727, Role: Resource Specialist Program (RSP) Teacher, Location: 20TH ST EL (1727401), Date: 10/18/2019, Status: Submitted.
 - Request # F68CC018, Role: School Administrator, Location: 107TH ST EL (1585701), Date: 10/18/2019, Status: Approved.
 A green box highlights a 'REVOKE' button with a trash icon next to the 'Approved' request.

Once the approver has approved your application, you will have access.