Steps to Create a New Contractor SSO Account under Enterprise Reporting and Integration

New Staff will fill in similar details to create a new District Single Sign-On Account under the OneAccess Regime

1. All New contract staff will start from the https://oneaccess.lausd.net/ page and will not log in.

2. Next, each **NEW USER** will click on the [**Request for New SSO Account**] button from the OneAccess landing page.

> **For Reactivation -** Step 2.) If reactivating the account, after it has expired, a continuing user will click on the
> [Reactivate Old Account] button and type the current user name in the upper right input box, before continuing to step 3.

3. Enter new account information and review. Staff setting up new accounts will skip the top of screen check boxes.

4. Identity Input

Start entry of the new District SSO Account from Last Name and proceed down the form screen.

Note that some items are optional.

Spell names carefully. Middle name is optional (not required). There is still a 20 character limit on total user name length.

Birth Date: It is recommended to pick your birthday using the calendar feature.

User Type, Work Group Type, and Location items will generally be the same for most contractors. MiSiS PMO Support can only approve the ISIS location code at this time. Check with Enterprise Reporting and Integration leadership regarding who will approve your new account, if you will be choosing the Enterprise Reporting and Integration location code.

Contract number will depend upon your vendor. If the group type and location are not correct, then the correct administrator cannot approve your account renewal or activation.

User Type: Contractors

Contract Number (optional): Obtain from Enterprise Reporting & Integration Support team, by vendor, if required.

Company or School Name, Contract End Date, and Position are Optional and you can leave them blank to save time.

Cell Phone: Use a work cell phone number.

Last four Digits of SSN: Use either the digits from your valid Social Security Number, or if you lack this number enter four zeroes (0000).

Work Phone and Work Phone extension: Leave Blank, since contractors are not assigned District phones.

You have the option to leave the extension of your LAUSD Developer Lead, if you desire.

E-Mail Address: This should be an address where you can receive notifications about your District SSO Account Status.

(Remember that the Enterprise Reporting and Integration Approver approves account requests.)

5. Enter the following three items near the bottom of the District SSO form creation screen to be able to seek account approval and request District e-Mail, as required by the District.

Work Group Type: **LAUSD/Central Office**

Location: **ITD Enterprise Reporting & Integration (1078501)**

Check the LAUSD email address box: **Check it.** Non Public schools can choose differently. All District Contractors must check this box, or the account will not be approved.

6. Review all input prior to this step.

Next, prove you are not an Internet search "bot" and check agreement to Terms and Conditions.

The "I am not a robot" checkbox will require you to perform a little puzzle to prove you are not automated or a marketing web routine.

7. Last Step: Click the [Continue] to receive confirmation messages and e-mail when all relevant information is correctly entered.