Request Access to MyData

Purpose

The primary purpose of this job aid is to provide guidelines to LA Unified employees on how to request and manage MyData user roles and track their processing status, via the oneAccess application portal.

Why must I do this?

oneAccess is the system of record for MyData user account management. While most school-based roles are granted automatic access based on their HR record, special cases require an access request to be submitted via oneAccess:

- "I tried to log in and received an 'Access Denied' message."
- "I need school-wide access."
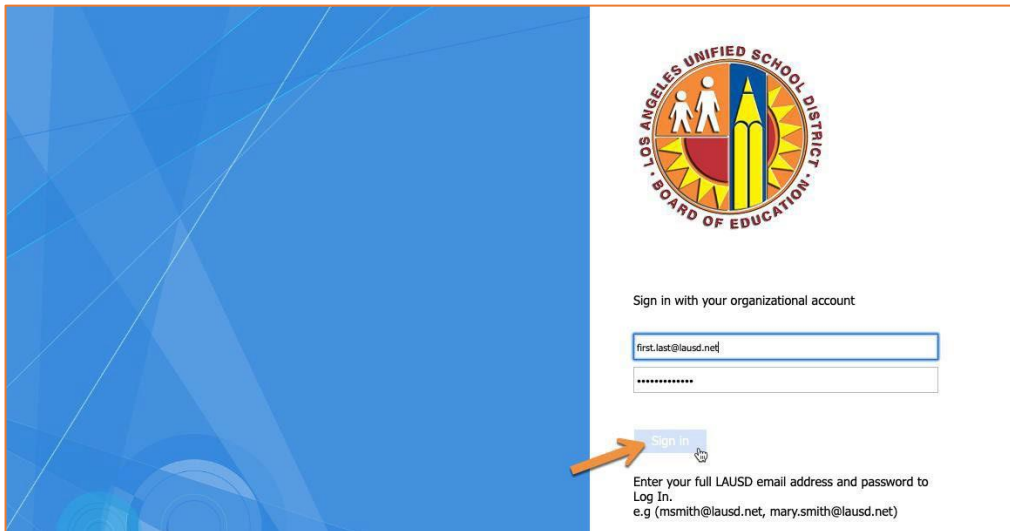- "I need access to other locations."

Before you get started…

- You must have an active LAUSD single sign on (SSO) account prior to applying for user roles in oneAccess – please activate and/or update your SSO profile prior to using the platform.
- Determine the campus and/or school location(s) you will need access to prior to applying online.
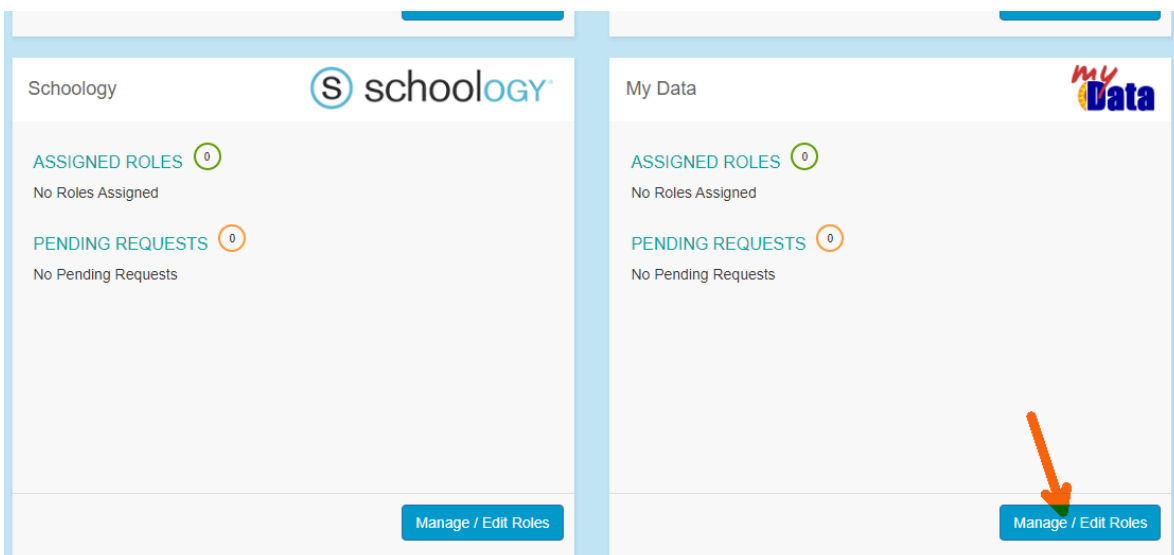
Procedure – Request Access/Roles in MyData

1. Access oneAccess at https://oneaccess.lausd.net, and click **Sign In** from the landing page.
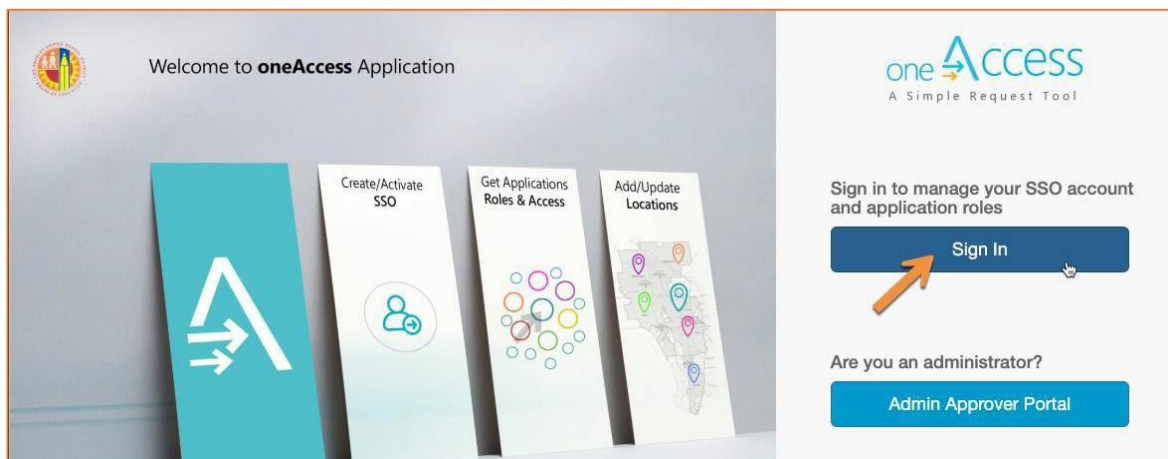
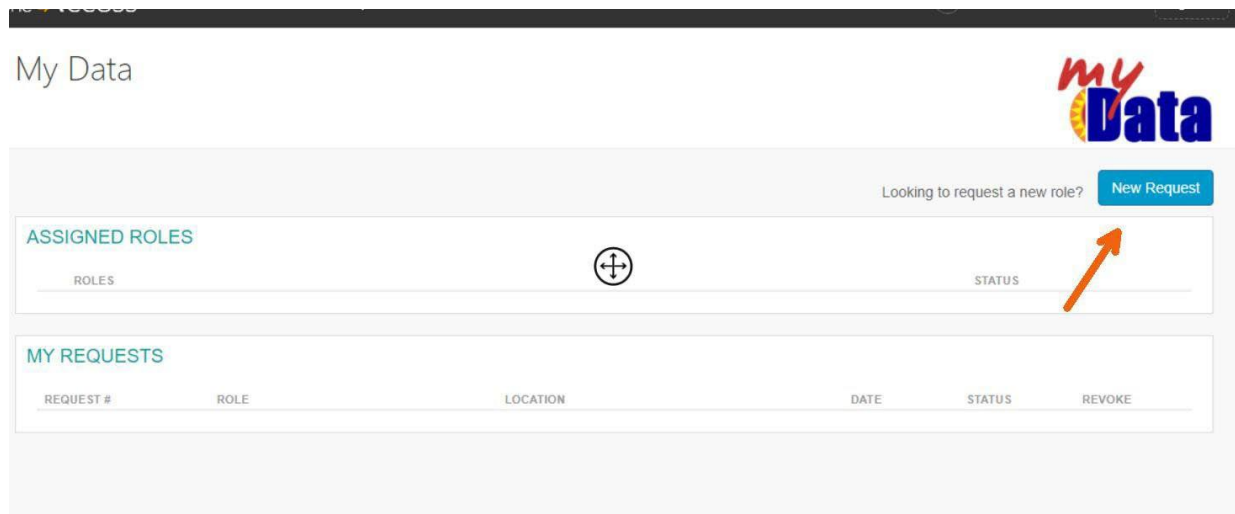2. Log in using your **single sign-on (SSO)** credentials.

3. Under MyData, click **Manage / Edit Roles**.

4. Click **New Request**.

5. In the Role Request Builder, select your **role** (see MyData user roles below) and the **location(s)** to which you need access. After making selections, click **Done Editing**.

   Note: The options displayed in the Select Locations drop-down menu are dependent on your selection in the Select Role drop-down menu. You **CANNOT** select more than one role.
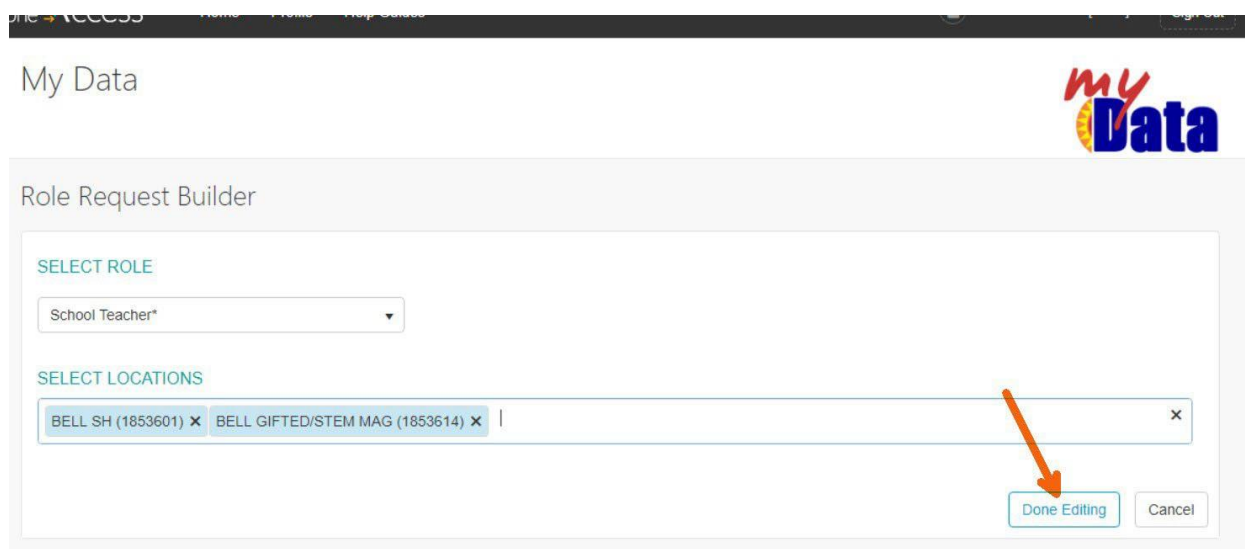
6. After reviewing the Terms and Conditions (i.e., the Acceptable Use Policy), (1) check the box next to **"I have read and agree to the Terms and Conditions."** Then, (2) click **Submit Request**.

   Note: Please do not request more than one role, the application cannot assign multiple roles for any user.

7. On the MyData page in oneAccess, you will see the pending request under **My Requests**.
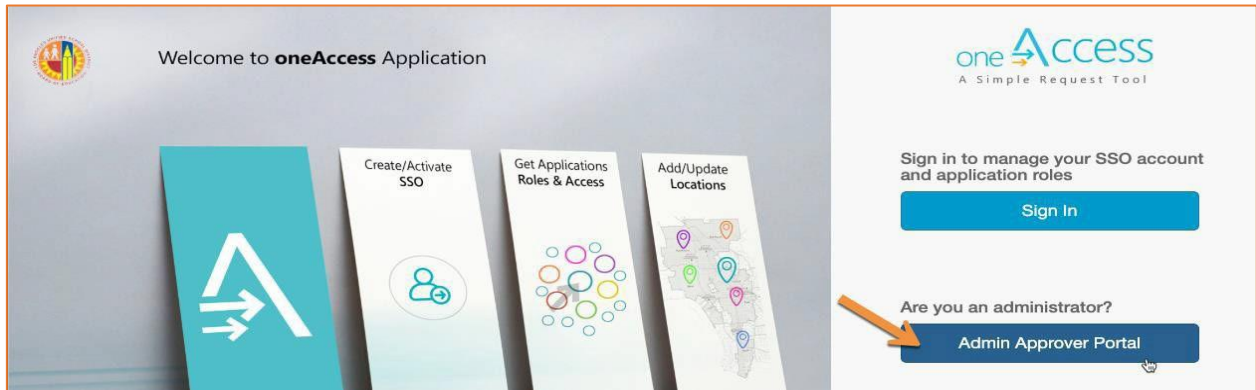

Note: The processing status of the request will display in the Status column. A description of each status is shown below:

Request Status	Description
Submitted	User has submitted role request, pending administrator approval
Approved	Administrator has approved user role request
Canceled	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

Once a role is approved, the user will see the status **Approved** as well as a recycle bin icon under the column **Revoke**. This revoke button effectively removes the role from the user profile and s/he will no longer have the role in MyData.

8. Your administrator will automatically receive the request. To approve it, they must go to oneAccess and log into the **Admin Approver Portal**.

MyData User Roles

Role Name	Role Descriptions
Central Office	Default role for all Central Office users. Users will have access to all locations in LAUSD.
Central Office ODA (Adhoc Users Only)	Office of Data Accountability (ODA) role provides administrative access to all locations in LAUSD. (adhoc users)
Regions	Users will have access to all locations within the assigned Region.
School Principal	Role provides a user school administrative access to all student data for approved campuses. **This is not limited to principals only**; request can be made by clerical and certificated staff for school wide access.
School Principal Adult School	Role provides a user school administrative access student search access to view Comprehensive Student History Report for all K-12 schools. Access is only for DACE (Adult schools). Request can be made by clerical and certificated staff.
School Teacher*	Role provides teachers access to their previous, current and future student rosters. ***Please note:** Role has a prerequisite. User requesting access must be a teacher or the person facilitating a course. Role will only display information related to rosters.

For More Information more about the MyData platform, or to receive technical support, go to the MyData website: http://achieve.lausd.net/mydata.