



ISSP Quick Sheets

Updating Emergency Contact Phone Numbers

How do I update an employee's emergency contact phone numbers in the ISSP?

Emergency contact information is necessary for several employees. This group is listed in the Emergency Contacts section of Step 4. The ISSP data includes all phone numbers that have been entered in the Employee Self Service system for these critical employees. A work, home, and mobile phone number is required for every emergency contact employee. Emergency contact staff names displayed in **red** are missing at least one of the contact numbers (*Emergency Phone Number: Figure 1*). The ISSP will not submit if any phone number is missing for these employees.

Co-located charter school principals see only an Emergency Contacts page for their school in **edit view** and follow a similar process to update emergency contacts for their school.

Emergency Contacts

Names marked with * are required

Names in red are missing information and must be updated by employee in employee self-service <https://selfservice.lausd.net>

Principal*

OTTO, WILLIAM

Data Input Emergency Phone Number: Figure 1

Please review the Emergency Contacts section for updates at the beginning of the new school year. Click the Check Emergency Contact Information check box once reviewed and updated (*See Data Input Emergency Phone Number: Figure 2*).

Emergency Contacts

The ISSP cannot be submitted with missing emergency contact information for employees on this screen. Names in red are missing contact information and must be updated by the employee in Employee Self Service at <https://ess.lausd.net/>

Check Emergency Contact Information *

Please review emergency contact and make corresponding updates

Yes

Emergency Contacts

Click on a name to view the phone numbers used to contact school site personnel in the event of an emergency. Phone numbers are encrypted and sent to the Los Angeles School Police Watch Commander's Office. Personal phone numbers are not visible to staff and are not published in the printed version of the ISSP

Principal*

HUM, DINAH

Assistant Principal 1*

JOHNSON, DARYL

Assistant Principal 2

HUM, DINAH

Assistant Principal 3

OVERSTREET, MARTHA

Assistant Principal 4

Administrative Assistant*

Data Input Emergency Phone Number: Figure 2



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Employees on the Emergency Contacts page that are missing phone numbers are displayed in red. LAUSD Employees should update their personal contact information in Employee Self Service at <http://ess.lausd.net>. The ESS system is not available to co-located charter school employees.

Users with editing access can add missing phone numbers directly to the ISSP for personnel listed on the Emergency Contacts page. To add a missing phone number, click on a **red** staff name, which opens the employee Edit User Profile window.

Enter missing phone numbers in the ISSP Phone Numbers column and click on the **Save** button in the top left corner of the screen (See *Update Emergency Phone Number: Figure 3*). No other columns of employee information can be edited within the ISSP and phone numbers entered in the ISSP will not feed into the Employee Self Service system. Employees are to update their contact information using the ESS link in the ISSP Resources tab or at <http://ess.lausd.net>.

The screenshot shows the 'Edit User Profile' interface for a user named JOAN FRANK. The interface is titled 'Safe School Plan' and includes a navigation bar with 'Details' and 'Resources' tabs. A 'Save' button is located in the top left corner. The main content area is divided into four columns: 'Personal Information', 'Contact Information', 'ISSP Phone Numbers', and 'Employee Information'. The 'ISSP Phone Numbers' column is highlighted with an orange box and has an orange arrow pointing to it. This column contains three input fields: 'ISSP Work Phone', 'ISSP Home Phone', and 'ISSP Mobile Phone', each with a placeholder '(###) ###-####'. The 'Employee Information' column contains fields for 'Class Code', 'Employee Type', 'Employee No', 'Current Location', and 'Location Description'. At the bottom of the form, there is a 'User Creation Details' section with fields for 'Manual Entry', 'Status', 'Created', and 'Modified'.

Data Input Emergency Phone Number: Figure 3