

Request Access to Focus Reporting & Dashboards

Purpose

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

Focus Reporting & Dashboards (Focus) is a web-based reporting application that strengthens LAUSD's reporting capability by integrating major systems used in the District. Focus consists of subject-specific dashboards, canned reports, and an ad hoc reporting capability.

Why must I do this?

oneAccess is the system of record for Focus Reporting & Dashboards 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:

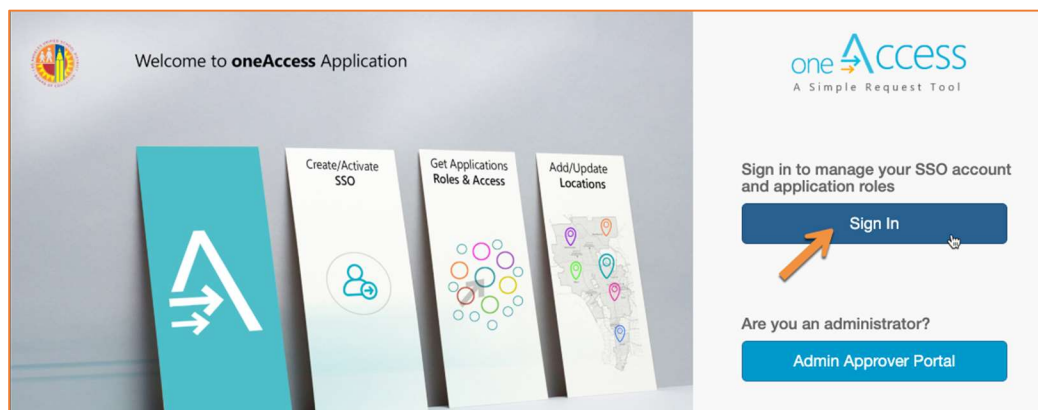
- "I tried to log in and received an 'Access Denied' message."
- "I need school-wide access."
- "I need access to other locations."

Before you get started...

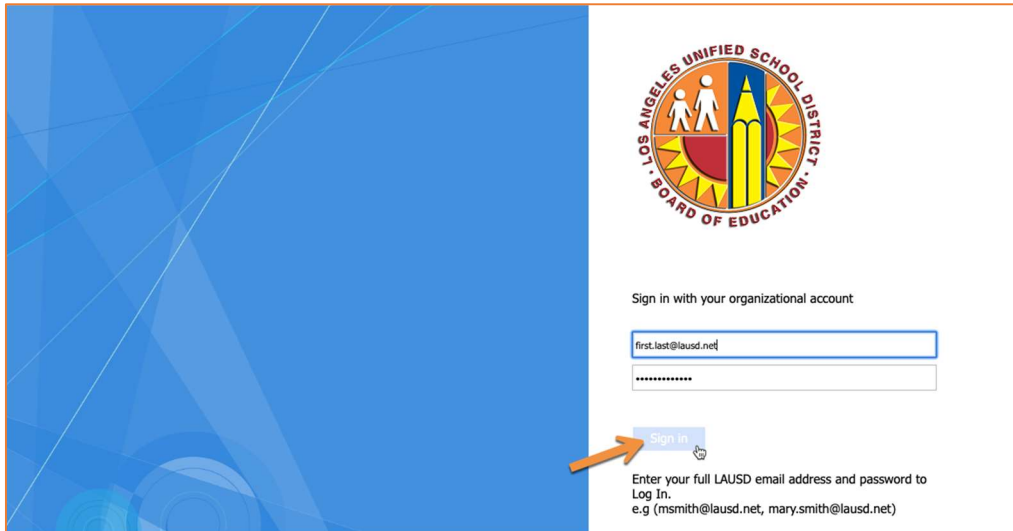
- You must have an active LAUSD single sign on (SSO) account prior to applying for user roles in oneAccess – please activate and/or update your SSO profile prior to using the platform.
- Determine the campus and/or school location(s) you will need access to prior to applying online.

Procedure – Request Access/Roles in Focus Reporting & Dashboards

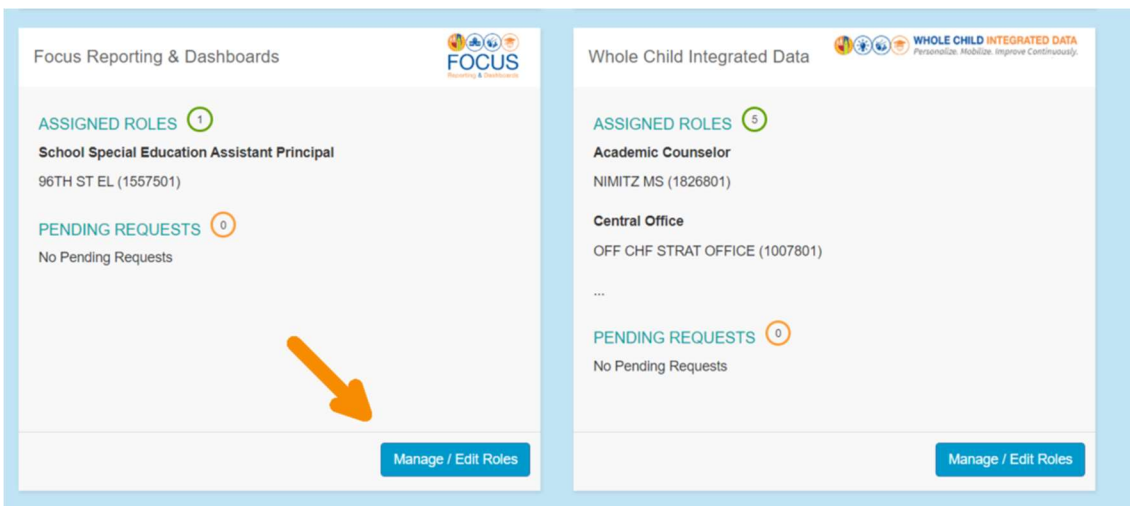
1. Access oneAccess at <https://oneaccess.lausd.net>, and click **Sign In** from the landing page.



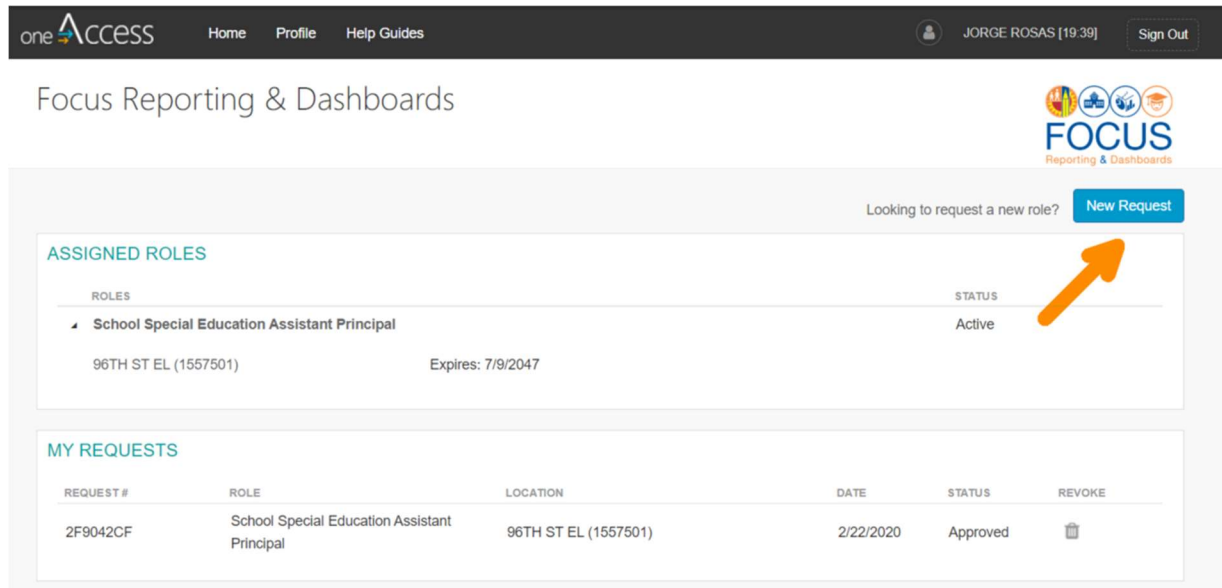
2. Log in using your **single sign-on (SSO)** credentials.



3. Under Focus Reporting & Dashboards, click **Manage / Edit Roles**.



4. Click **New Request**.



oneACCESS Home Profile Help Guides JORGE ROSAS [19:39] Sign Out

Focus Reporting & Dashboards

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

ASSIGNED ROLES

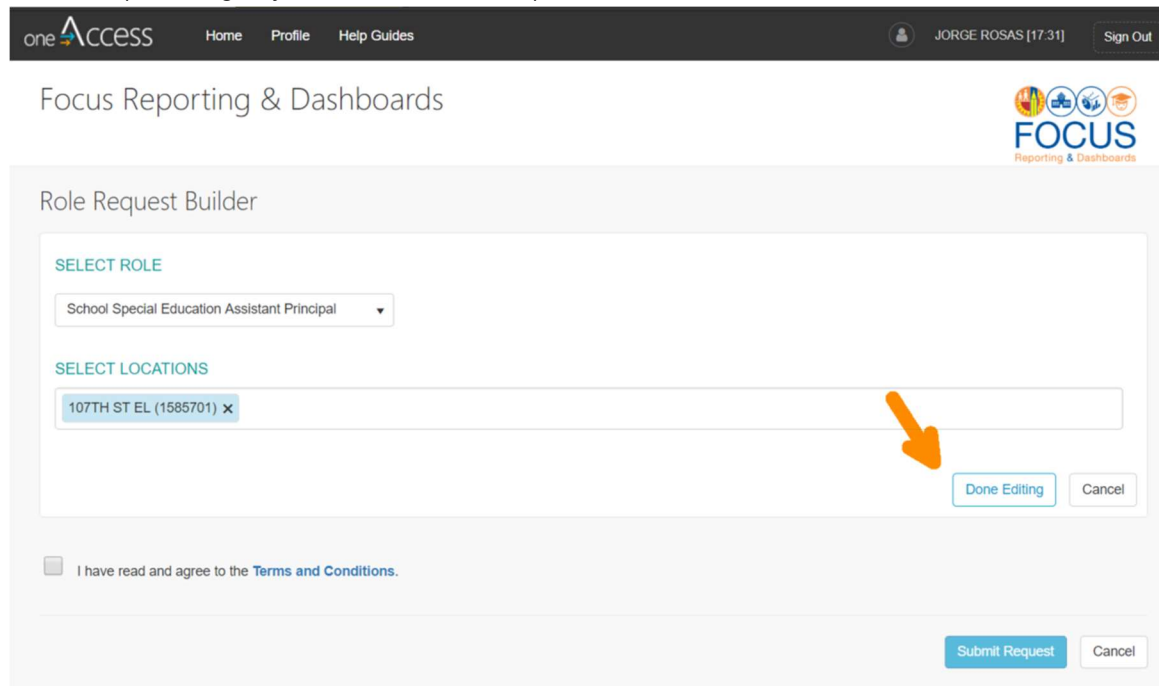
ROLES	STATUS
<ul style="list-style-type: none"> School Special Education Assistant Principal <p>96TH ST EL (1557501) Expires: 7/9/2047</p>	Active

MY REQUESTS

REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
2F9042CF	School Special Education Assistant Principal	96TH ST EL (1557501)	2/22/2020	Approved	

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

Note: You are allowed to request multiple locations for the same role. You **CANNOT** have multiple roles. If you have a role, and you make a request for a new role, your previous access will reset (including any locations associated).



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Focus Reporting & Dashboards

Role Request Builder

SELECT ROLE

School Special Education Assistant Principal

SELECT LOCATIONS

107TH ST EL (1585701) x

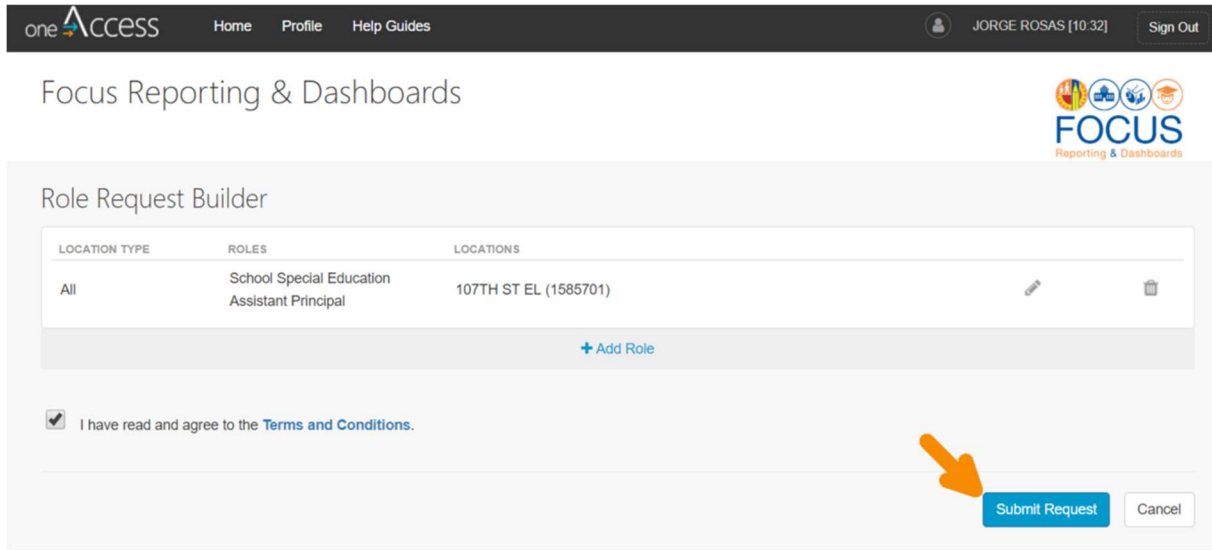
[Done Editing](#) [Cancel](#)

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

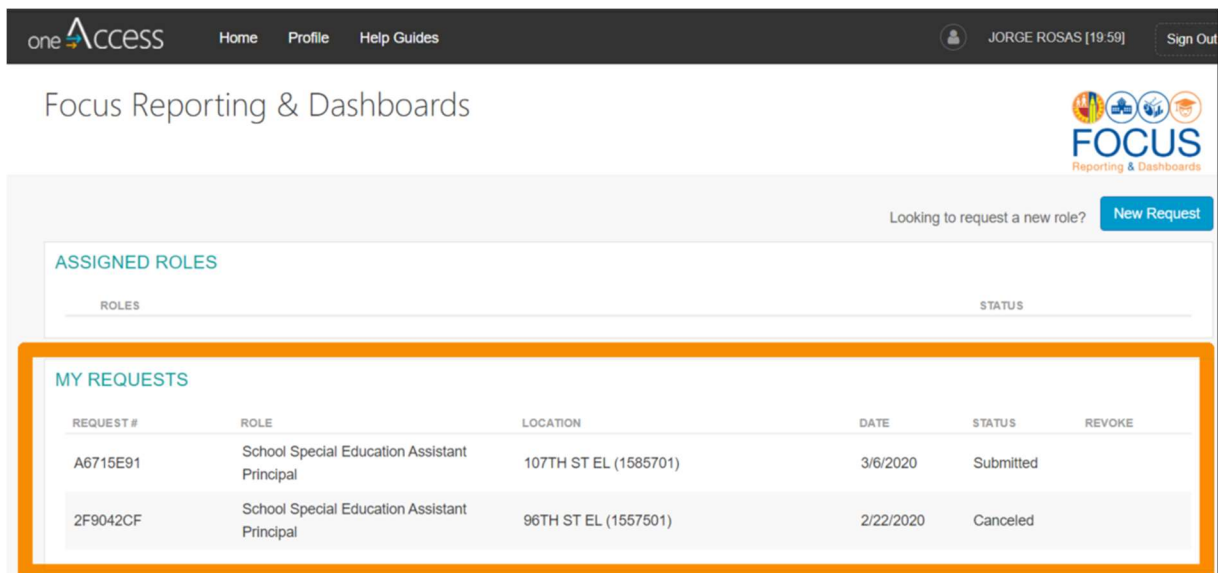
[Submit Request](#) [Cancel](#)

- 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: You cannot request more than one role. Do not click **+ Add Role**. If you create more than one role request, the last request received will be processed.



- On the Focus Reporting & Dashboards page in oneAccess, you will see the pending request under **My Requests**.



REQUEST #	ROLE	LOCATION	DATE	STATUS	REVOKE
A6715E91	School Special Education Assistant Principal	107TH ST EL (1585701)	3/6/2020	Submitted	
2F9042CF	School Special Education Assistant Principal	96TH ST EL (1557501)	2/22/2020	Canceled	

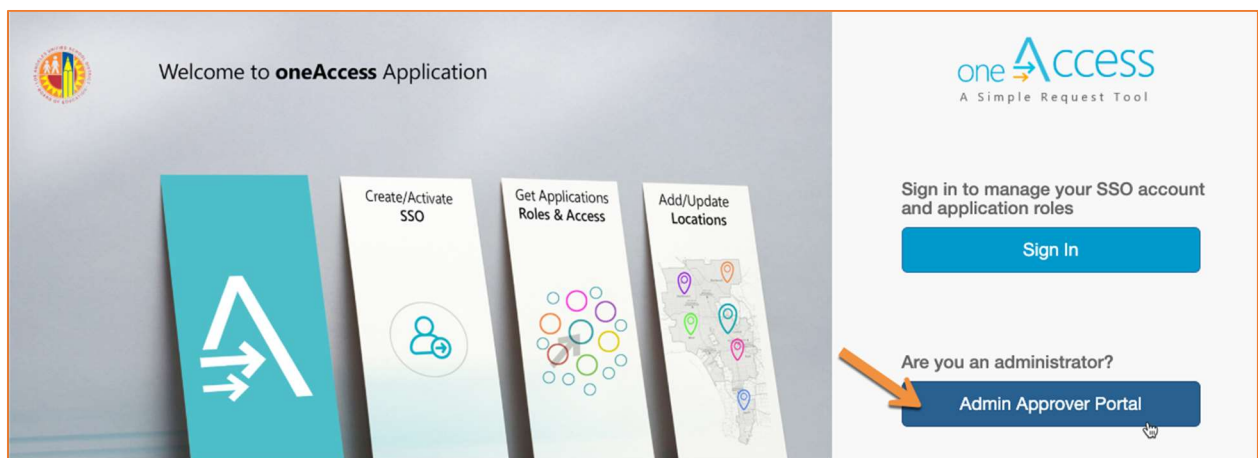
Note: The processing status of the request will display in the Status column. A description of each status is shown below:

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 Focus Reporting & Dashboards.

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



Focus Reporting & Dashboards Data User Roles

Role Name	Role Descriptions
Central Office DOI	This role is for Division of Instruction (DOI) staff assigned to a Central Office. Users will have access to all locations in LAUSD, access to exclusive DOI content, open content, and can compose reports (Composer).
Central Office Food Services Div.	This role is for Food Services Division (FSD) staff assigned to a Central Office. Users will have access to all locations in LAUSD, access to exclusive FSD content, open content, and can compose reports (Composer).
Central Office GATE	This role is for Gifted and Talented Programs (GATE) staff assigned to a Central Office. Users will have access to all locations in LAUSD, access to exclusive GATE content, Open content, and can compose and publish reports (Publisher).
Central Office MMED	This role is for Multilingual and Multicultural Education Department (MMED) assigned to a Central Office. Users will have access to all

Role Name	Role Descriptions
	locations in LAUSD, access to exclusive MMED content, open content, and can compose and publish reports (publisher).
Central Office Pupil Services	This role is for Pupil Services staff assigned to a Central Office. Users will have access to all locations in LAUSD, access to exclusive Pupil Services content, Open content, and can compose and publish reports (publisher).
Central Office Special Education Div.	This role is for Division of Special Education (SPED) staff assigned to a Central Office. Users will have access to all locations in LAUSD, access to exclusive SPED content, open content, and can compose and publish reports (publisher).
Local District	This role is for Local District staff assigned to a Local District. Users will have access to all locations within the Local District, access to open content, and can compose (composer).
Non-Admin. Student Support	This role is for non-administrative staff assigned at a School. Users will have access to open content, and can compose reports (composer). All content information will be limited to the campus requested in the “Select Location” dropdown.
School Principal	This role is for Administrative (Admin.) staff assigned at a School. Users will have access to exclusive Admin. content, open content and can compose reports (composer). All content information will be limited to the campus requested in the “Select Location” dropdown.
School Special Education Assistant Principal	This role is for Special Education Assistant Principal (SPED Admin.) staff assigned at a School. Users will have access to exclusive SPED Admin. content, open content and can compose reports (composer). All content information will be limited to the campus requested in the “Select Location” dropdown.

More Information

For more information about the Focus Reporting & Dashboards platform, or to receive technical support, go to the Focus Reporting & Dashboards website: <https://achieve.lausd.net/focus>.