Parent Organization Registration Application

User Guide (Parent User)

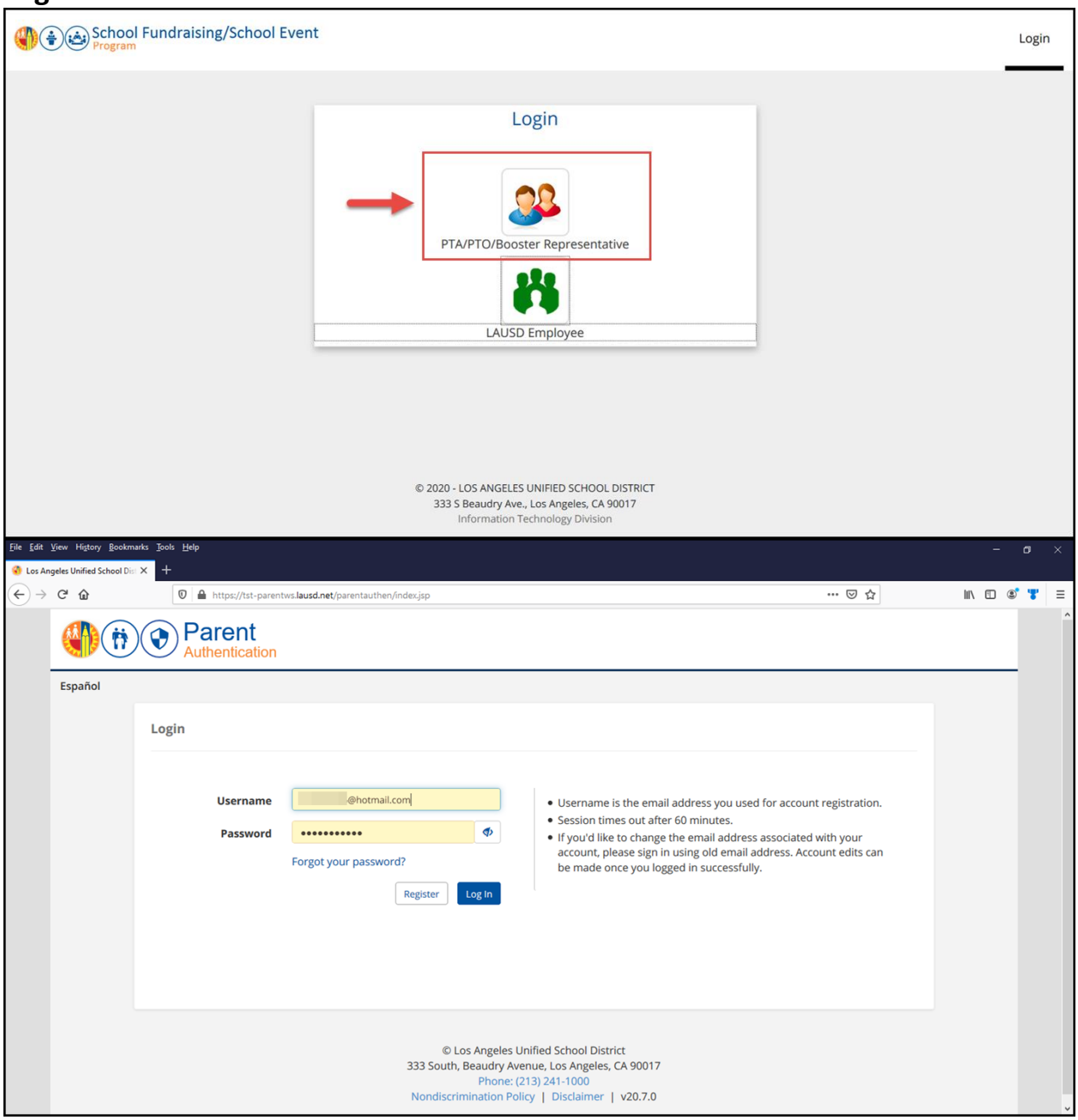
Version 1.2
Updated 11/06/2020

Shen, Juehann
[Email address]

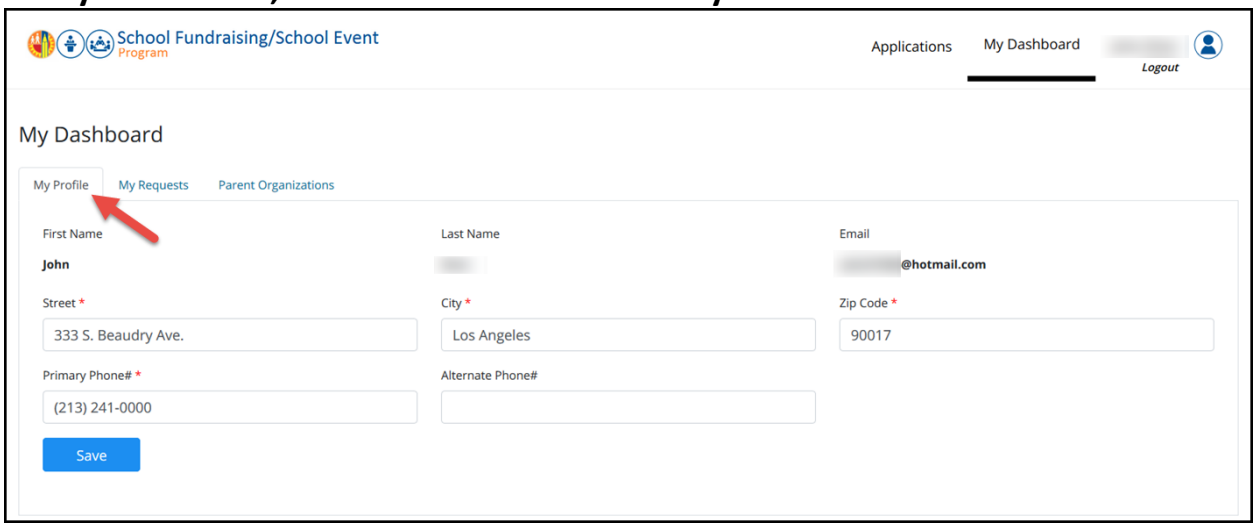
I. For Parent and PTA/PTO/Booster Club officer

II.1. Requesting access to a Parent Organization:

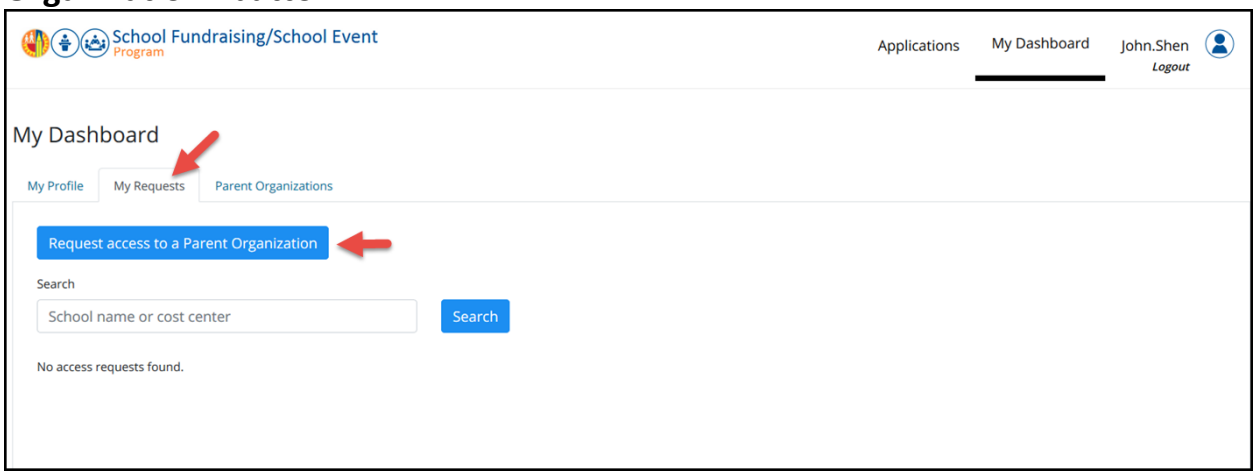
1. **Login as a Parent**



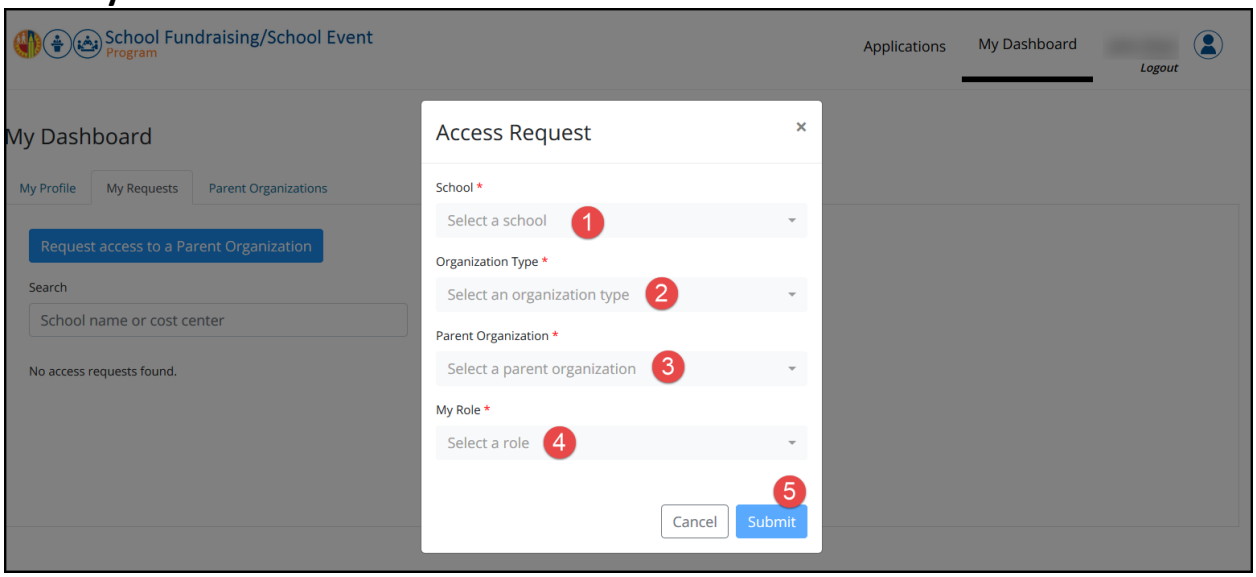
2. **In My Dashboard, fill out address details in My Profile tab and Save.**



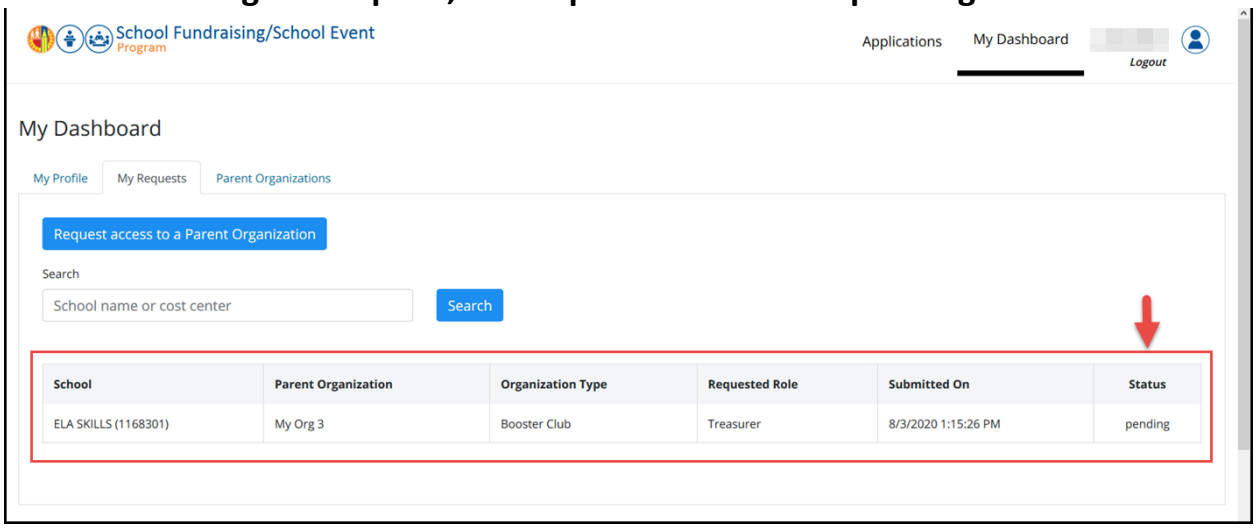
3. **In My Dashboard, under "My Requests" tab, click "Request access to a Parent Organization" button.**



4. **Enter Access Request details of School, Organization Type, Parent Organization, and My Role. Then click Submit.**



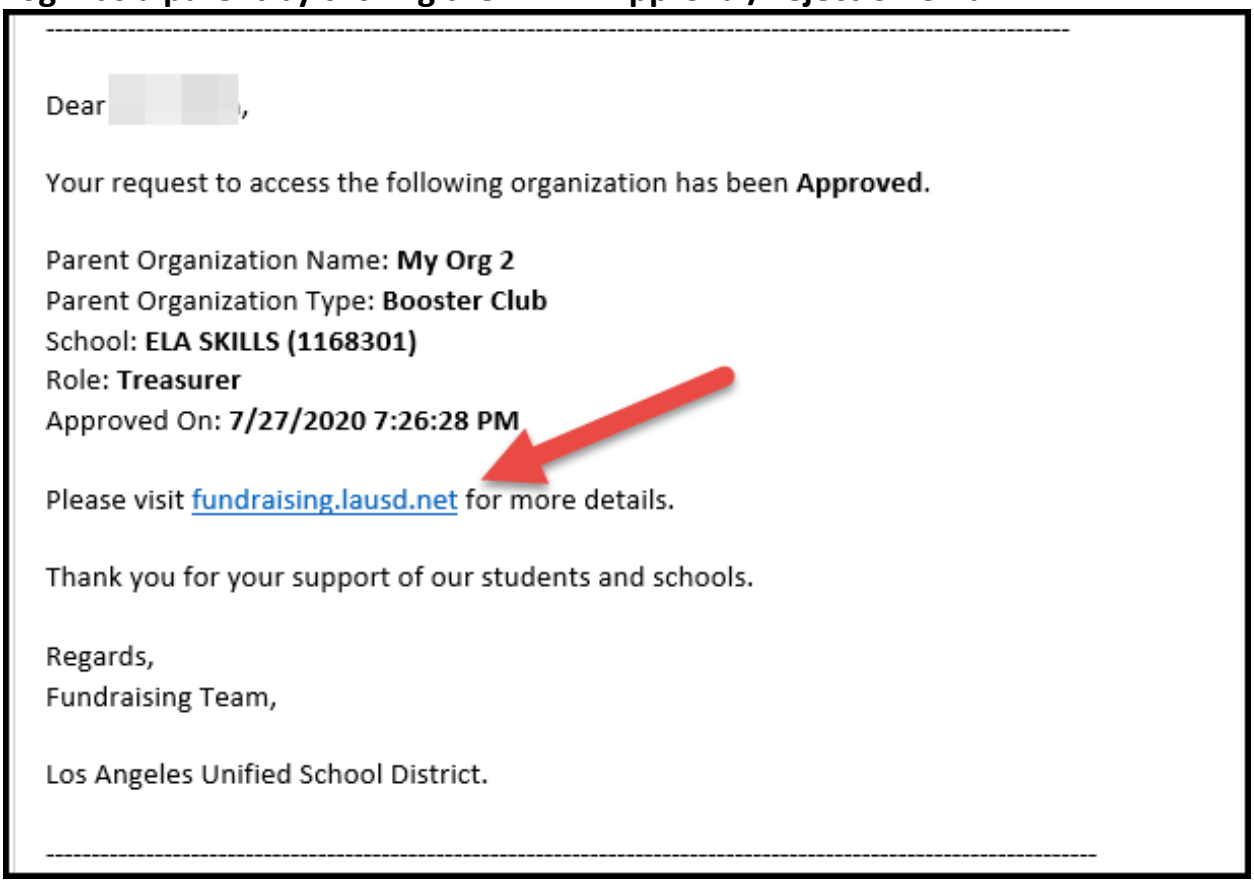
5. **After submitting the request, the request should be in pending status.**



6. **An email notification will be sent to the principals.**
7. **Log out.**

II.2. Managing Parent Organization as a parent:

1. **Login as a parent by clicking the link in Approval/Rejection email.**



Dear [redacted],

Your request to access the following organization has been **Approved**.

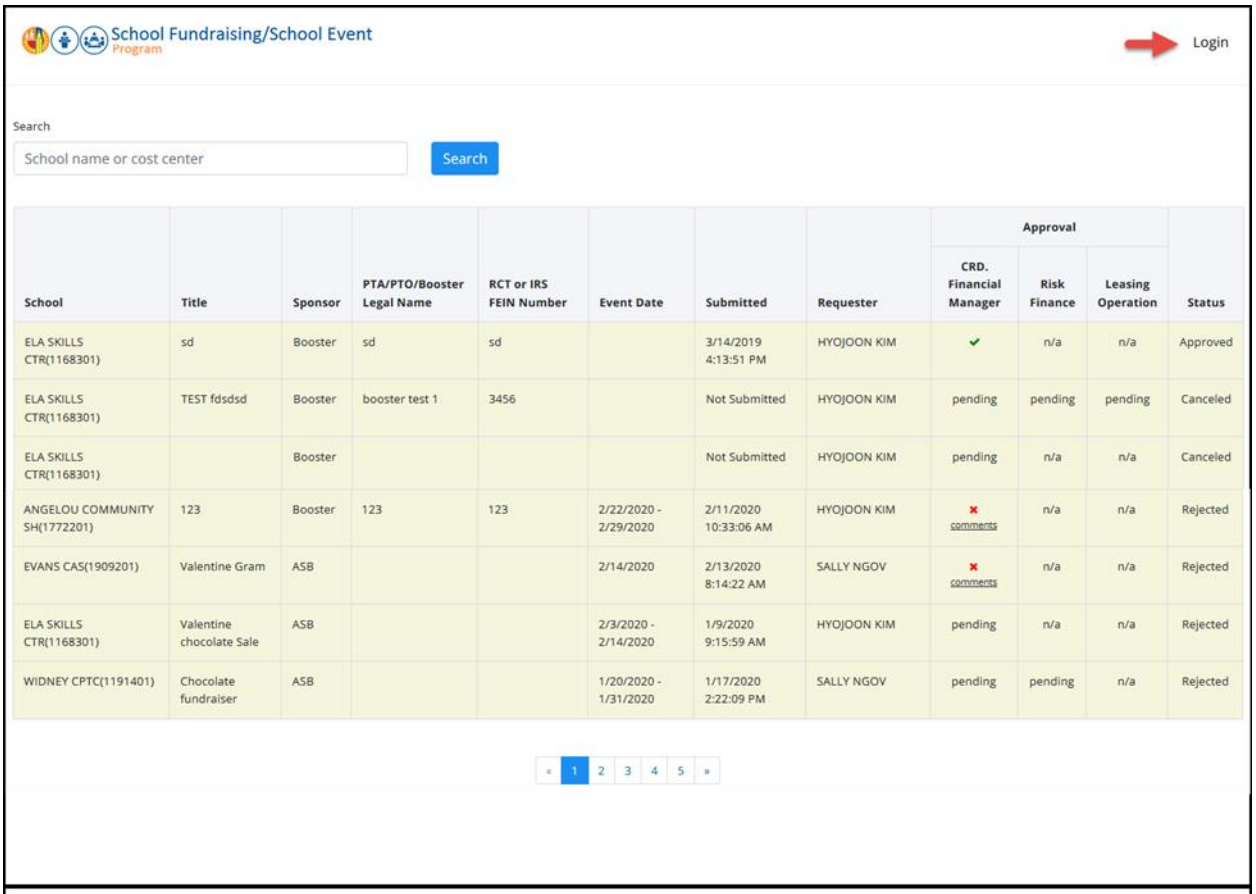
Parent Organization Name: **My Org 2**
Parent Organization Type: **Booster Club**
School: **ELA SKILLS (1168301)**
Role: **Treasurer**
Approved On: **7/27/2020 7:26:28 PM**

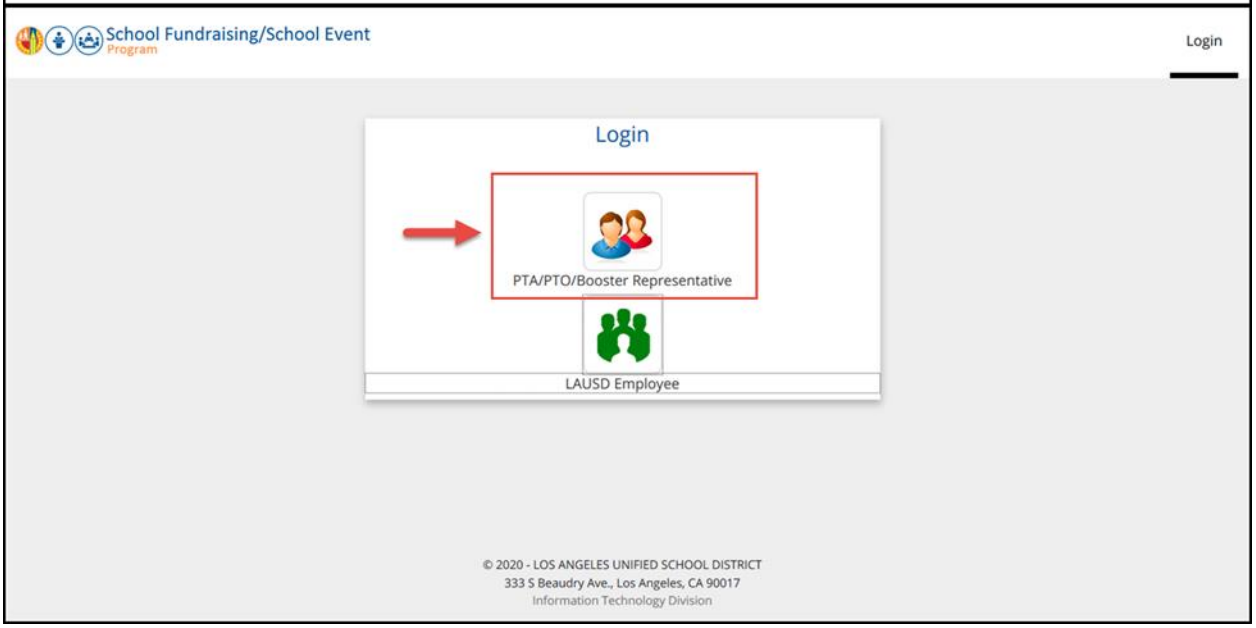
Please visit fundraising.lausd.net for more details.

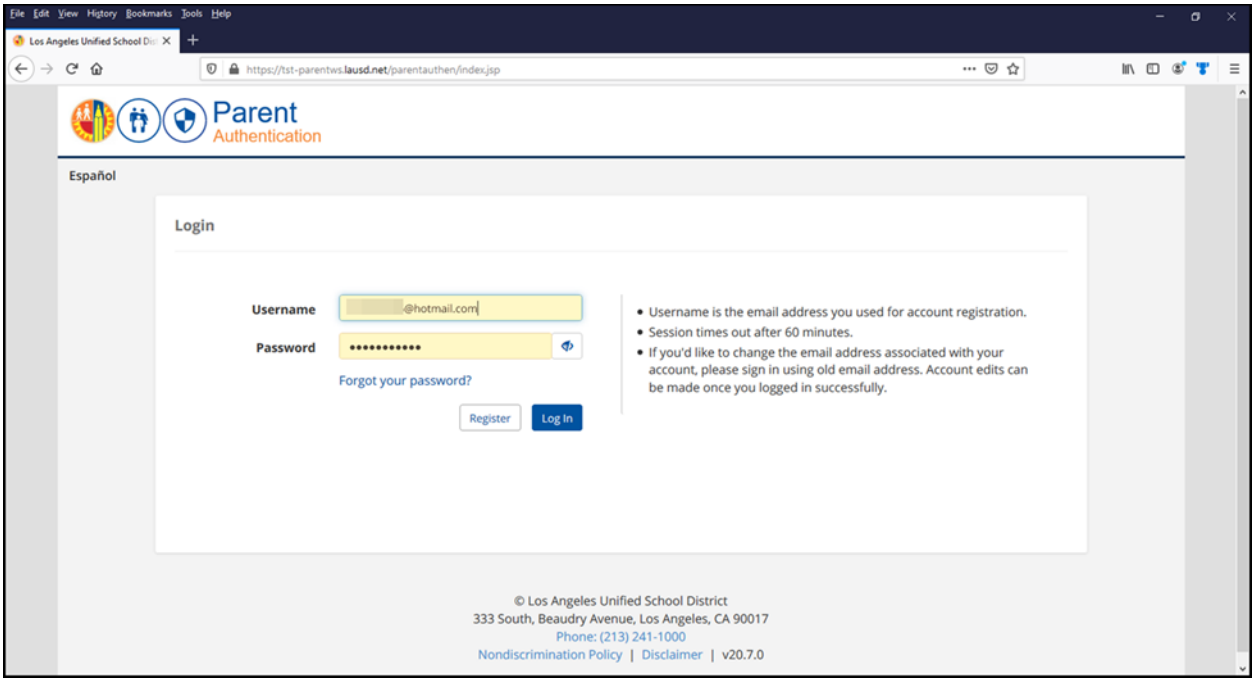
Thank you for your support of our students and schools.

Regards,
Fundraising Team,

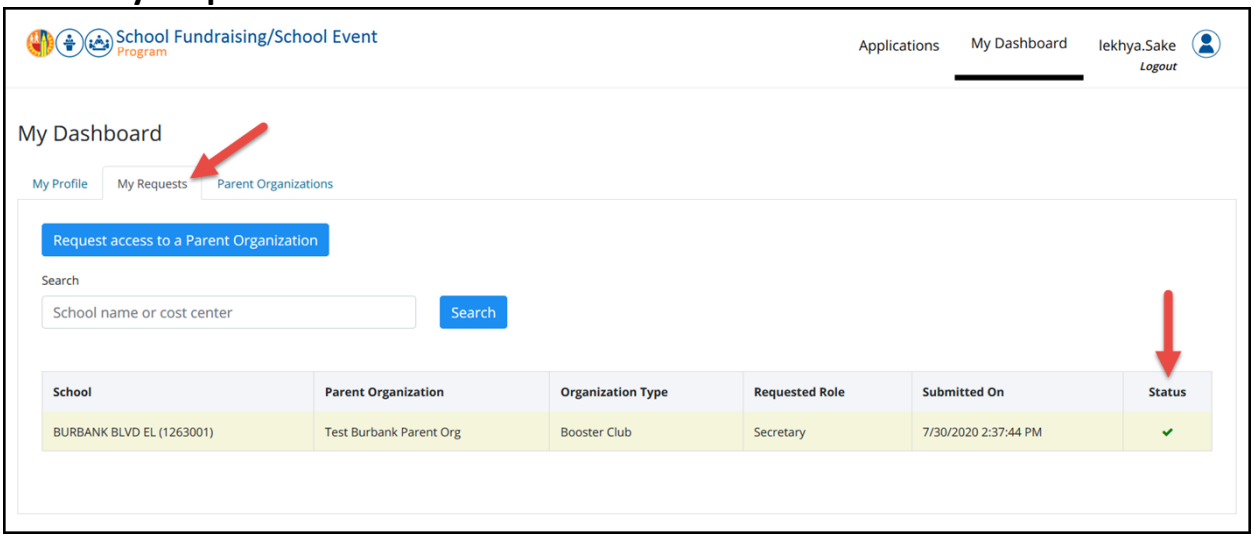
Los Angeles Unified School District.


School Fundraising/School Event
Program
Login
Search
School name or cost center
Search
School
Title
Sponsor
PTA/PTO/Booster Legal Name
RCT or IRS FEIN Number
Event Date
Submitted
Requester
Approval
CRD. Financial Manager
Risk Finance
Leasing Operation
Status
ELA SKILLS CTR(1168301)
sd
Booster
sd
sd
3/14/2019 4:13:51 PM
HYOJOON KIM
n/a
n/a
Approved
ELA SKILLS CTR(1168301)
TEST fdsdsd
Booster
booster test 1
3456
Not Submitted
HYOJOON KIM
pending
pending
pending
Canceled
ELA SKILLS CTR(1168301)
Booster
Not Submitted
HYOJOON KIM
pending
n/a
n/a
Canceled
ANGELOU COMMUNITY SH(1772201)
123
Booster
123
123
2/22/2020 - 2/29/2020
2/11/2020 10:33:06 AM
HYOJOON KIM
comments
n/a
n/a
Rejected
EVANS CAS(1909201)
Valentine Gram
ASB
2/14/2020
2/13/2020 8:14:22 AM
SALLY NGOV
comments
n/a
n/a
Rejected
ELA SKILLS CTR(1168301)
Valentine chocolate Sale
ASB
2/3/2020 - 2/14/2020
1/9/2020 9:15:59 AM
HYOJOON KIM
pending
n/a
n/a
Rejected
WIDNEY CPTC(1191401)
Chocolate fundraiser
ASB
1/20/2020 - 1/31/2020
1/17/2020 2:22:09 PM
SALLY NGOV
pending
pending
n/a
Rejected
« 1 2 3 4 5 »

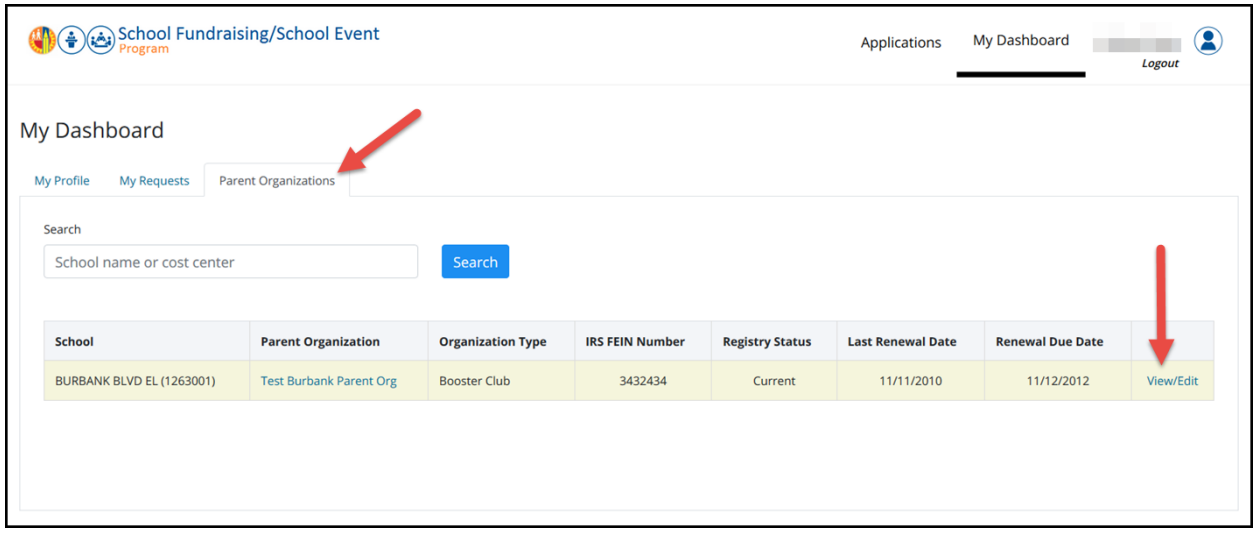

School Fundraising/School Event
Program
Login
Login
PTA/PTO/Booster Representative
LAUSD Employee
© 2020 - LOS ANGELES UNIFIED SCHOOL DISTRICT
333 S Beaudry Ave., Los Angeles, CA 90017
Information Technology Division



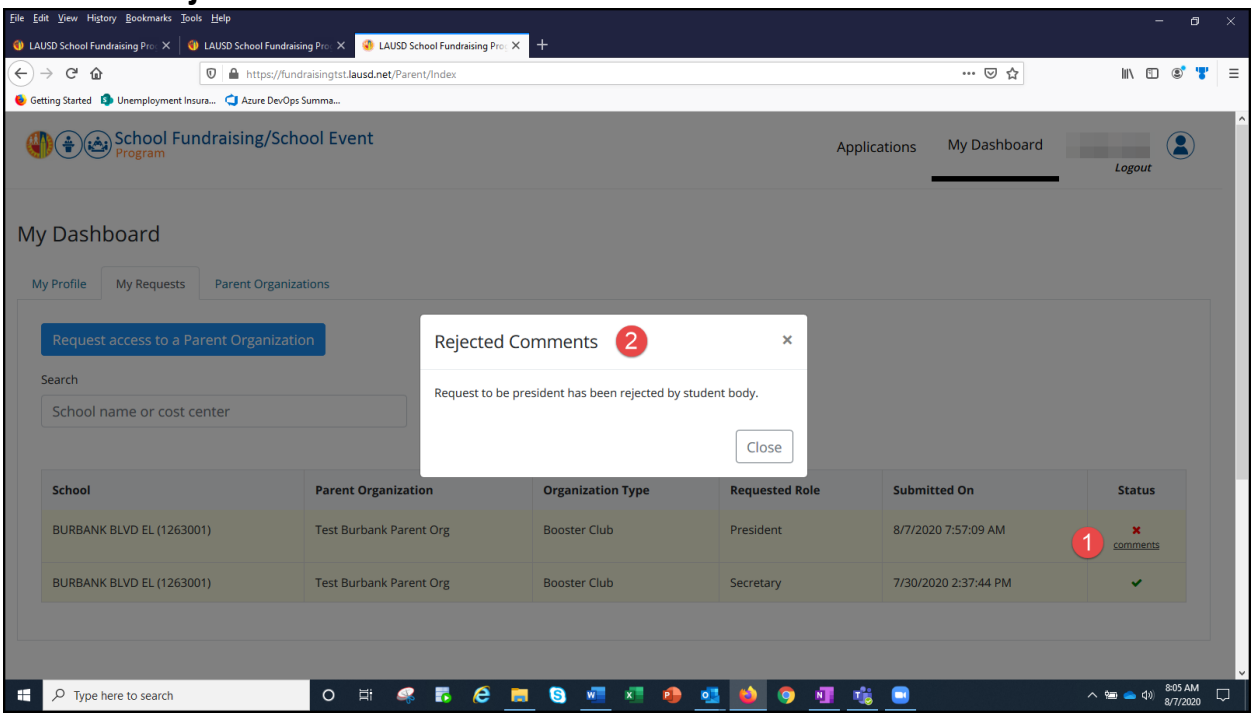
2. Go to My Requests tab to check the status.



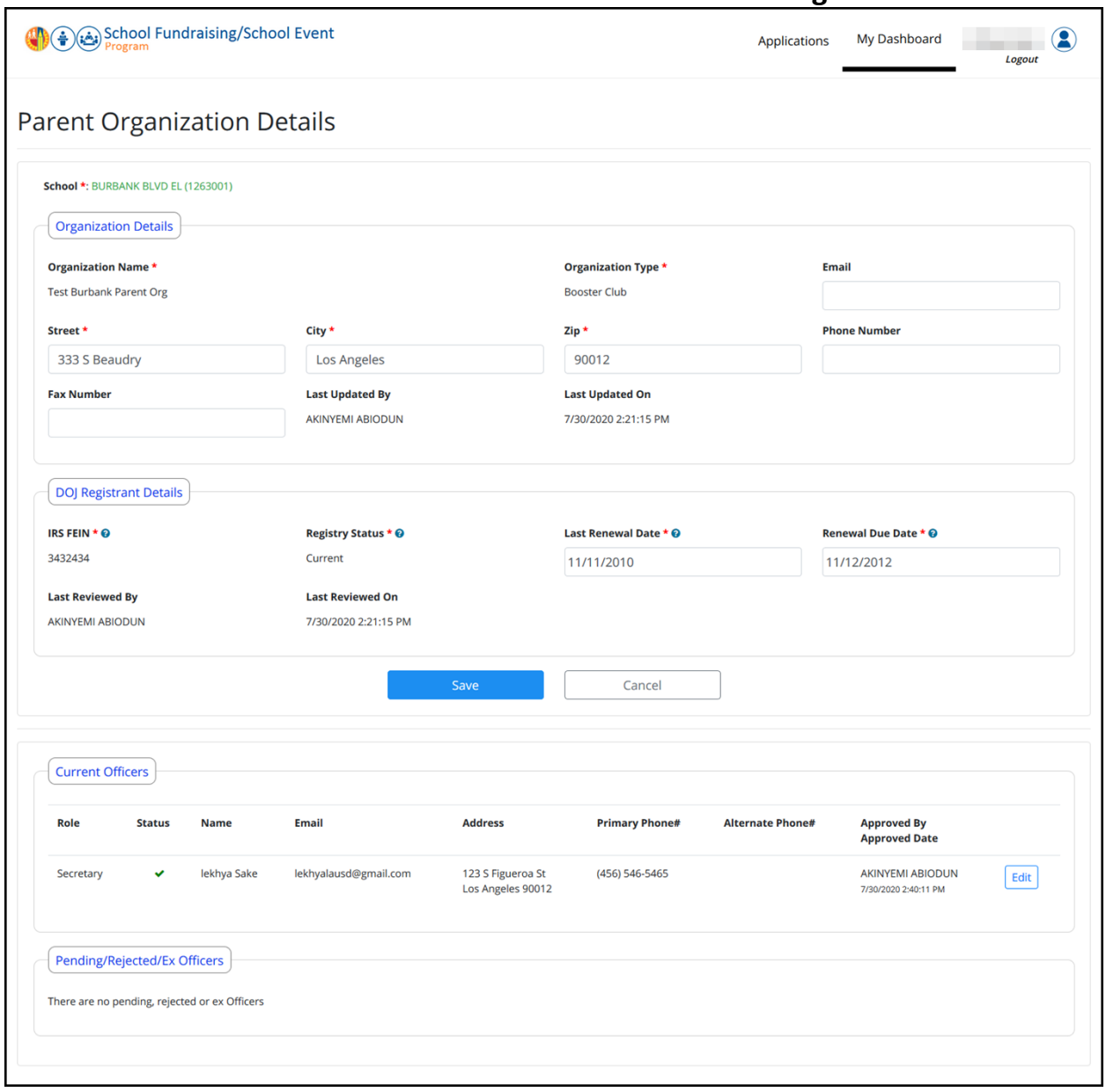
3. **If the request was approved, then the go to “Parent Organizations” tab and click on View/Edit link.**



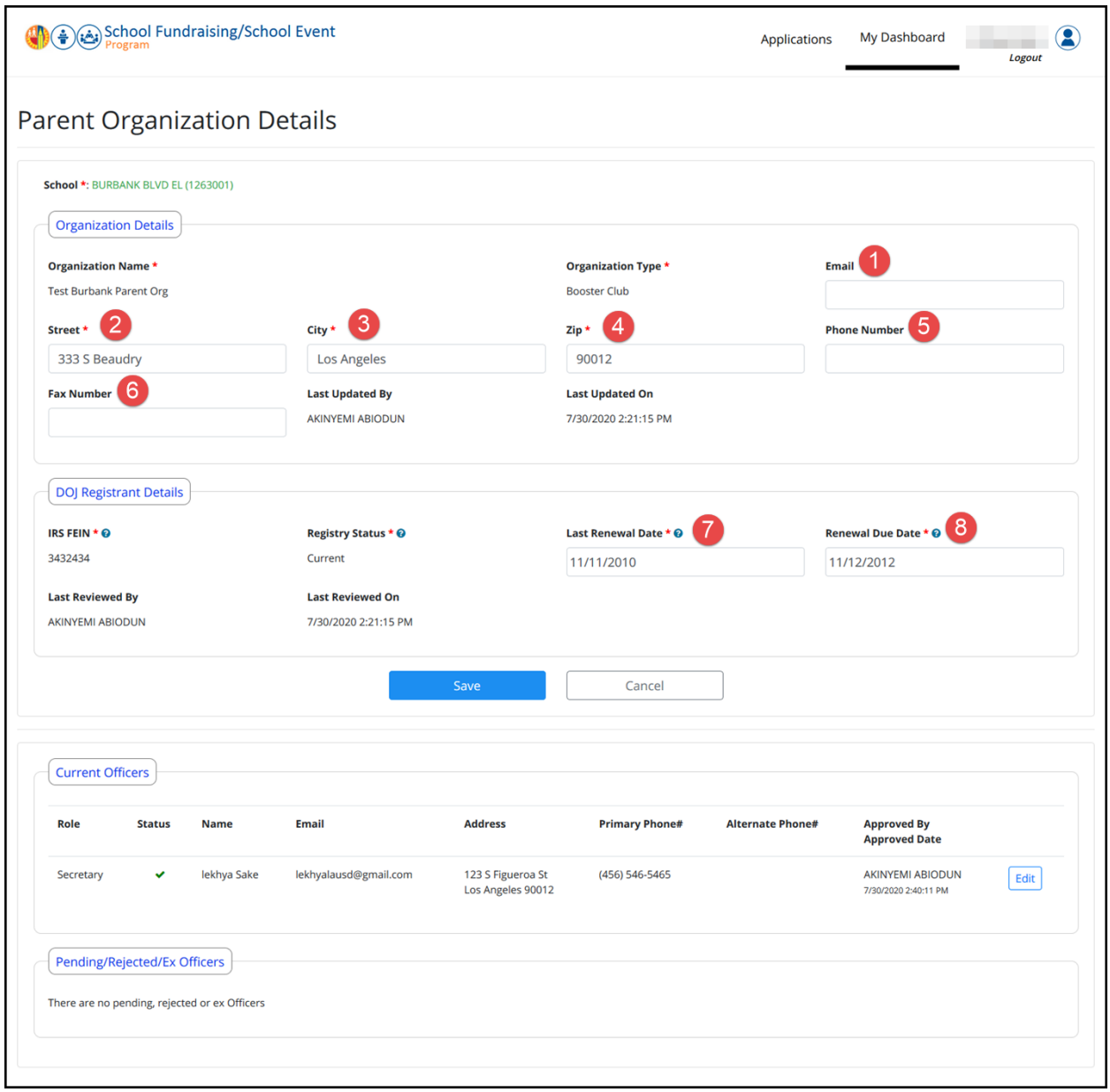
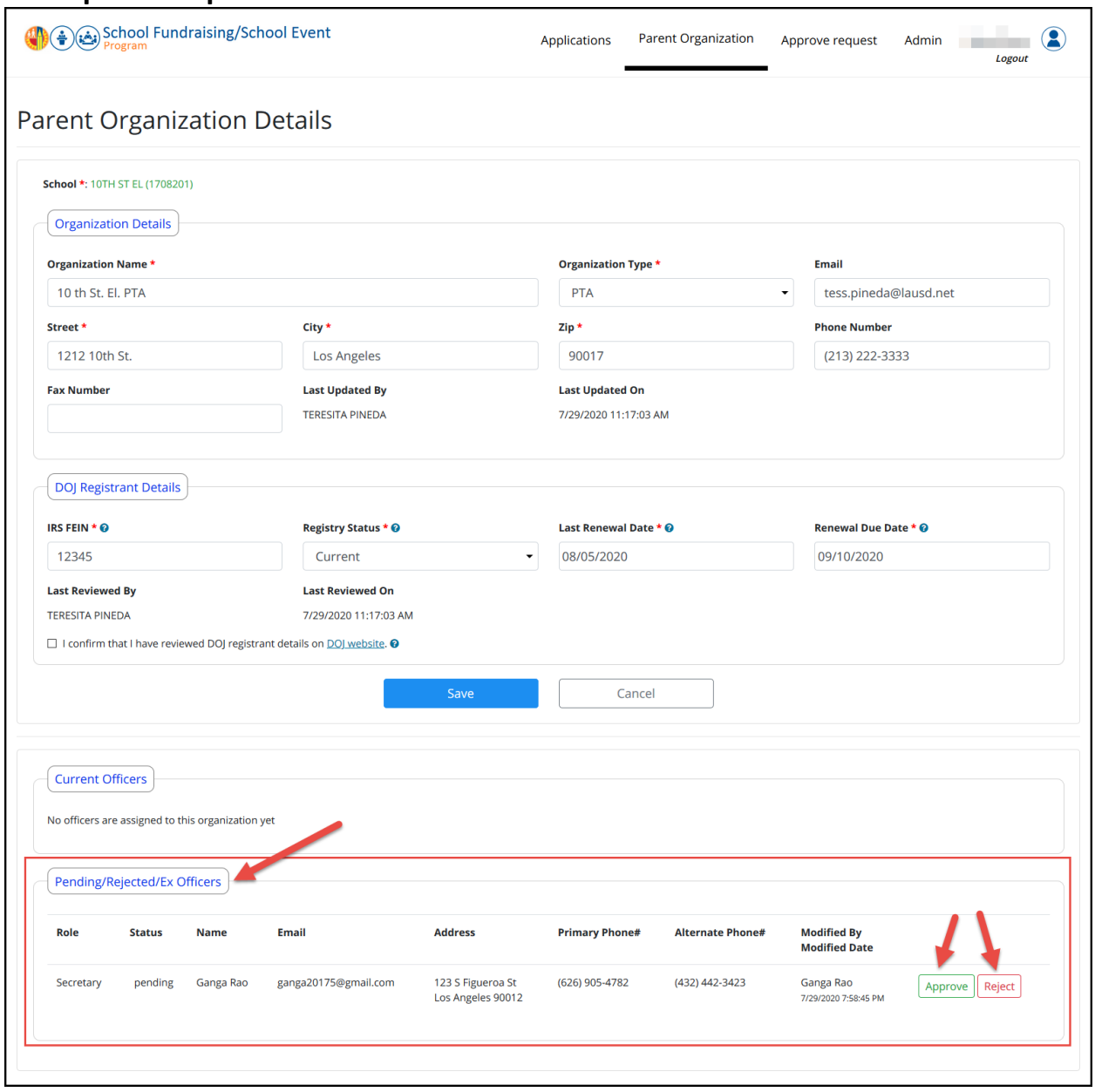
4. **If the request was rejected, then click on the rejected comments link to see the reason of rejection.**



5. Parent should be able to see all the details of the Parent Organization.



6. **Parent should be able to edit Email, Street, City, Zip, Primary Ph#, Alternate Ph#, Last Renewal Date and Renewal Due Date.**



7. **Should be able to Approve/Reject/Revoke/Reinstate parent organization officer role update request.**