

IOB AID

Accessing ESY Enrollment Portal through EZ Access

Step 1

To gain access to the ESY Enrollment Portal you must visit the EZ Access site at:

<https://ezaccess.lausd.net/login.aspx?ReturnUrl=%2f>

Login using your (SSO) Single Sign On.



Los Angeles Unified School District
EZ Access Request System

Login to LAUSD EZ Access Request Application System	
<input type="text"/>	
Username:	<ul style="list-style-type: none">• Enter your Single Sign-On(email) username and password to Log in. eg. (mary.smith@lausd.net, mssmith@yourcharter.com)• Do not add domain name (@lausd.net, @lausd.k12.ca.us).• Non-LAUSD Employees may have a different Username than e-mail
Password:	<input type="password"/> <input type="button" value="Log In"/>
Session times out after 30 minutes.	
If you forgot your password or need to activate your LAUSD Single Sign-On account, click here - SSO.lausd.net .	
EZ access assistance visit the ITD Customer Self-Service Website http://helpdesk.lausd.net or call the ITD Help Desk at (213) 241-5200	
Return to Main Menu	

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Step 2

Click on “LAUSD Employees”.



Los Angeles Unified School District
EZ Access Request System

EZ Access - Main Menu

Please click on the application that you would like to complete.

Account Request For LAUSD Employees

[LAUSD Employees](#)



Account Request For **Non**-LAUSD Employees

[EZ Access For Non-LAUSD/Charter Employees](#)

The EZ Access System enables Non-LAUSD/Charter school employees to apply for a District Single Sign-On (SSO) and reactivate expired/inactivate SSO account electronically via the web.

An SSO account provides Non-LAUSD/Charter school employees with a single login and password to access additional LAUSD, web-based, applications (Welligent, ISIS, My Data, etc.). EZ Access allows for faster and easier access, for both the users submitting requests and the administrators authorizing requests.



Please proceed to the links below to begin or review the following guides:

- [EZ Access Quick Start Guide \(For Site Administrators\)](#)
 - [How to Approve/Deny application role](#)
- [EZ Access Quick Start Guide \(for Teachers, Service Providers, or other Users\)](#)

Step 3

Go to the bottom of the page.

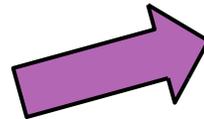
Click "ESY Portal Access" (backpack image).

[Wireless Designee](#)

[ZOC Portal](#)

[Enterprise Data Exchange](#)

[ESY Portal Access](#)



Step 4

Click "Link to ESY Portal Site".



Los Angeles Unified School District
EZ Access Request System

ESY Access Request Main Menu



ESY User Role Request

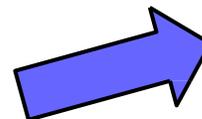
[ESY - User Access Request Form](#)

[Application Status](#)

[Approval List](#)

[Link to ESY Portal Site](#)

[Return to Main Menu](#)



Step 5

Login to the ESY Portal using your single sign on.

Note: If you are unable to access the portal please use the ESY—User Access Request job aide.

Login to ESY Parent Confirmation Form	
Username:	<input type="text"/> <ul style="list-style-type: none">• Enter your Single Sign-On(email) username and password to Log in. eg. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)• Do not add domain name (@lausd.net, @lausd.k12.ca.us).
Password:	<input type="password"/> <input type="button" value="Log In"/>
Session times out after 30 minutes.	
Note: Your Single Sign-On username and password is the same as your email username and password	
For login help please call the ITD Service Desk at (213) 241-LA00 (5200)	

