

JOB AID

ESY Enrollment-User Access Request

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.



Login to LAUSD EZ Access Request Application System

Username:
• 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:

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](https://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](#)

Step 2

Click on "LAUSD Employees"



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

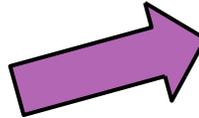
Click "ESY Portal Access" (backpack image)

[Wireless Designee](#)

[ZOC Portal](#)

[Enterprise Data Exchange](#)

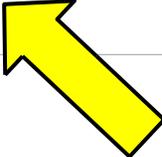
[ESY Portal Access](#)



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| <p>Step 4</p> | <p>Click “ESY—User Access Request Form”</p> <hr/> <p>ESY Access Request Main Menu </p> <p>ESY User Role Request</p> <p>ESY - User Access Request Form</p> <p>Application Status</p> <p>Approval List</p> <p>Link to ESY Portal Site</p> <p>Return to Main Menu</p>  |
| <p>Step 5</p> | <p>Verify and Fill out the information requested</p> <p> Los Angeles Unified School District EZ Access Request System</p> <hr/> <p>Request for ESY User ID Authorization for School Based Personnel</p> <p>* Required Field</p> <p>Log back in after 24 hours to check for access</p> |