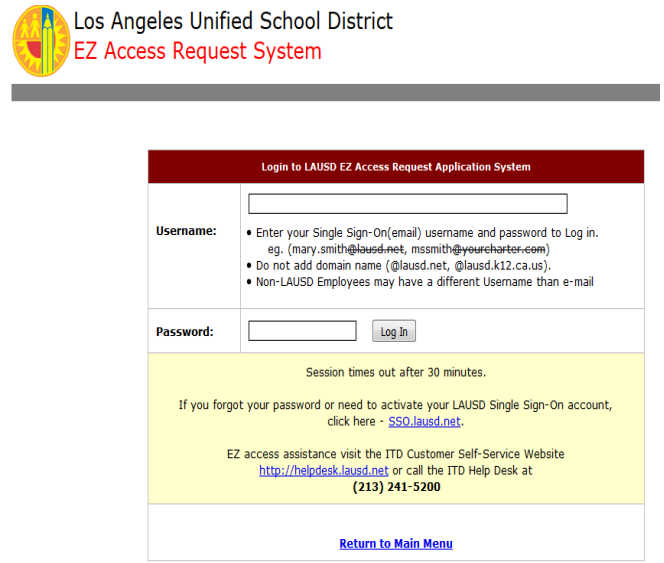
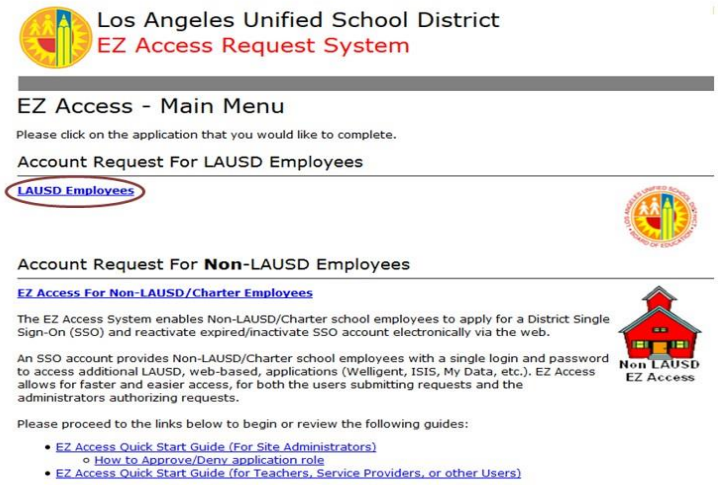
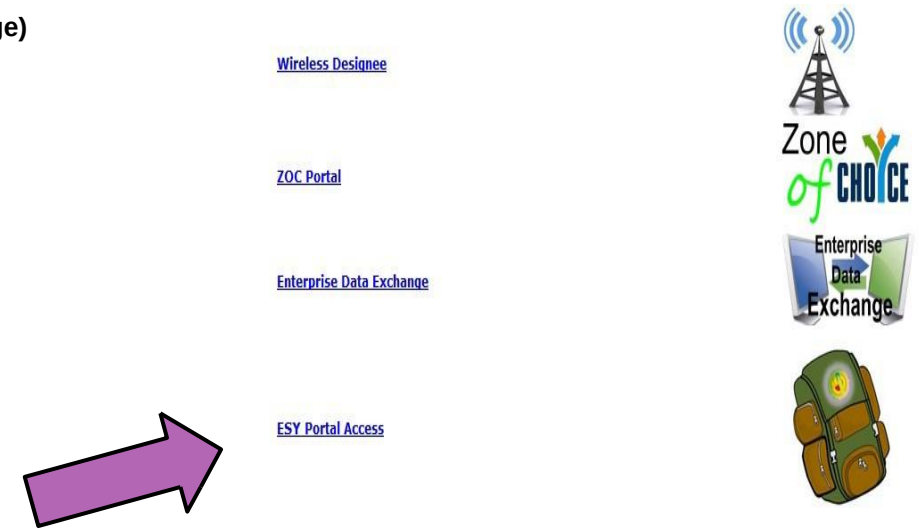
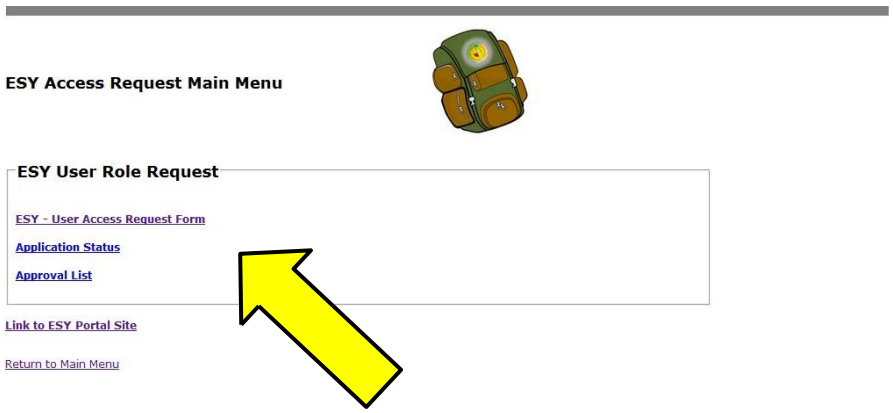
JOB AID

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.** 
Step 2	**Click on "LAUSD Employees"** 

Step 3	**Go to the bottom of the page** **Click "ESY Portal Access" (backpack image)** 

nable to access portal

Step 4	**Click "ESY—User Access Request Form"** 
Step 5	**Verify and Fill out the information requested** **Log back in after 24 hours to check for access**