How to Designate an IDM?

01.

Principal's Portal

- Login to the Principal's Portal <u>https://</u> principalportal.lausd.net
- Click on Tools

02.

Select User Manager



Search

- Click on Add Users (click here) at the bottom of the page
- To add a user, click **Find** and search for the employee
 - * A pop-up window will appear
- Enter the designee's first and last name then click **Search**
- The employee's information will appear
- Double click on their name
 - * Employee name will populate in the table

Add Users (click here) Add user, click on the 'Find' button and search for the employee. Click on the User Name: Find Find

First Nam	e: John				
Last Nam	e: Smith				
Search	Clear Car	ncel			
EmpNo	First Name	Last Name	Loginname	Title	
006487	JOHN	SMITH	_	SECONDARY TEACHER	

Add Users (click here) To add a user, click on the 'Find' button and search for the employee. Click on the en jsmith User Name: Find User Type: • School Location/Local 107TH ST EL (1585701) District: Module (System) School Support • Role Instructional Device Manager Add User

Add User

User jsmith successfully added 2/22/2021 3:52:49 PM.

🕨 Add User

• Select User Type: School

03.

- Location/Local District: Select your school site
- Module (System): Select School Support
- Role: Default is Instructional Device Manager
- Click on Add User
 - * A message will appear confirming the designation:

How to Remove an IDM?

O1. Principal's Portal

- Login to the Principal's Portal <u>https://</u> principalportal.lausd.net
- Click on Tools
- Select User Manager



O2. Search

- Enter the IDM's first and last name
- Click on the Search icon
 - * The employee's information will appear
- Under the column Options, click on the icon for Edit

	Princip Portal	bal's			
User Name	First Nam	e	Last Name		٦
	John		Smith]
Location			User Status		
All		-	All	•	J
Q S Export O					
			1		
Last Name	Uaus	Module (System)		Options	
			-	2	
				2	

03.

Remove User

- Under the column User Status, select **Inactive** from the dropdown.
- Click on the **Save icon** under the Options column to remove IDM from your site
- IDM's User Status will indicate I for inactive

Location Name	User Statu	S	Module (Sys	tem)		Options
LAWRENCE MS	Active	~	DEVICECHECKOUT		коит	🔒 E+
LAWRENCE MS	Active InActive		SCHOOLSUPPORT IDM		ORT IDM	2
ROOSEVELT SH	Suspend		DEVICECHECKOUT			2
Location Name		Use	er Status	Mo	odule (Sy	stem)
Location Name FARMDALE EL DO	DS	Use	er Status A	Mo	odule (Sy	stem)
FARMDALE EL DO	OS	Use	A A A	Mc	odule (Sy	stem)