

LAUSD Online Wireless Statements

INSTRUCTIONS

- 1) Log in to the web portal: <https://bes2a.lausd.net/Telecom/Login.aspx>
 - Use your LAUSD **single sign-on** to access the secure site within the LAUSD Network

(Note: If you cannot sign in you need to request access using the form attached.)
- 2) Once you are logged in you will automatically have access to your home cost center's wireless bills.
 - (If you require access to additional cost centers please fill out the access form attached)
- 3) Click on "Reports" to the right of each number to view and select the invoice you wish to see. You can save the files to your PC.
- 4) To save the entire cost Center's wireless invoices for the "Billing Month" Selected click on the blue "TOTAL" amount at the bottom left corner of the overage report.
- 5) If there are incorrect user names or if you no longer have the equipment please visit the Cellular Unit website at <http://askitd.net/cellular> and select "FORMS".
- 6) Forward the correct form to cellularunit@lausd.net or call (213) 241-0505 for additional assistance.

Electronic Wireless Statements Access Form

Date: _____

Please fill out this form to grant/remove access to LAUSD's Wireless Electronic Invoices.

E-mail the scanned form to: cellularunit@lausd.net

or

School Mail to:

ITD-Cellular Unit Loc: 0044

333 S. Beaudry 10th Floor

Los Angeles, CA 90017

Name of Contact Person at the Requesting Site: _____

Contact Phone #: _____

Approved By (Print): _____ Approver's Title: _____
Administrator's Printed Name

Administrator's Signature: _____

No.	First Name	Last Name	Employee ID	Title	Location Code (s)	Type of Request:	
						Add	Remove
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

You will receive a confirmation when your request has been completed.