



<b>OFFICE USE ONLY</b>	08/16/07	FORM-USERIDLAUSD4
User ID Issued	_____	
Password Issued	_____	
Issued by	Date	D.A.: <input type="checkbox"/> Yes <input type="checkbox"/> No

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (Middle Initial): \_\_\_\_\_

Employee #: \_\_\_\_\_ Last 4-digit of SS #: \_\_\_\_\_ E-mail(Optional): \_\_\_\_\_

Position: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ ext: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

School/Office: \_\_\_\_\_ Location Code: \_\_\_\_\_

Type of Location:  LAUSD  Charter  Affiliated Charter  NPS  NPA (Name of Agency): \_\_\_\_\_

**Complete this section for NEW USERS: (Check One)**

<input type="checkbox"/> Administrator	<i>Principal, Assistant Principal, APEIS, APSCS, etc.</i>
<input type="checkbox"/> Administrator/Designee	<i>Counselor, Dean, or other Administrative Designee</i>
<input type="checkbox"/> Bridge Coordinator	<i>Secondary Only</i>
<input type="checkbox"/> SDP IEP Case Manager	<i>Special Day Program Teacher or Transition Service Facilitator (TSF) with manager access</i>
<input type="checkbox"/> SDP IEP Participant	<i>Special Day Program Teacher with participant access</i>
<input type="checkbox"/> RSP IEP Case Manager	<i>Resource Specialist Teacher (RST) with manager access</i>
<input type="checkbox"/> RSP IEP Participant	<i>Resource specialist Teacher (RST) with participant access</i>
<input type="checkbox"/> Other IEP Access	<input type="checkbox"/> HCA <input type="checkbox"/> Special Ed Clerk <input type="checkbox"/> Central/Local Dist Classified <input type="checkbox"/> Other _____ (specify)
<input type="checkbox"/> DIS/Related Service Provider (Including Nurse, Psychologist, etc.) Professional License Information: Type _____ License # _____ Expiration Date _____	
<b>Required (Please Print):</b> Related Service Immediate Supervisor: _____ (This person will assign you to all your locations)	
<input type="checkbox"/> Central/Local District Certificated	<b>Specify:</b> <input type="checkbox"/> All Districts <b>or</b> Local Districts: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
<input type="checkbox"/> NPA: Select a Role/Position: <input type="checkbox"/> NPA Administrator <input type="checkbox"/> NPA-BID <input type="checkbox"/> NPA-BII <input type="checkbox"/> NPA Caseload Manager <input type="checkbox"/> NPA Other (Clerical)	

**Required Signatures**

I UNDERSTAND THAT I HAVE ACCESS TO CONFIDENTIAL STUDENT RECORDS AND I CANNOT DISCUSS OR SHARE THESE RECORDS WITH UNAUTHORIZED PERSONNEL.

**Agreed:** \_\_\_\_\_  
 User's Signature Title Date

**Approved:** \_\_\_\_\_  
 (Print) Current Administrator / Immediate Supervisor's Name Signature Title Date

**Complete this section to CHANGE/ DELETE the user listed above**

Change of Location: (Previous Special Ed Administrator's name is required for reassignment of your RSP Service Records.)  
 \* Remove Location: \_\_\_\_\_ Previous Sp Ed Admin: \_\_\_\_\_

Add access to Location(s): \_\_\_\_\_

Change Title/Role From: \_\_\_\_\_ To: \_\_\_\_\_

No longer an Employee (*Inactivate User*)

**Approved:** \_\_\_\_\_  
 (Print) Current Administrator / Immediate Supervisor's Name Signature Title Date

**Training & Support**

- ◆ For LAUSD employees, who need Welligent IEP training, sign up through the Learning Zone by logging onto [lz.lausd.net](http://lz.lausd.net) (lausd e-mail and password required). If you need an e-mail account or forgot your e-mail password call the ITD Helpdesk at (213) 241-5200.  
 **Please fax me instructions on how to log onto the Learning Zone to enroll in a Welligent Training class.**
- ◆ For (RSP) Resource Specialist Service Tracking Training, NPS and Charter School Welligent IEP Training, call IEP Support at (213) 241-4174.

**FAX to the appropriate office to avoid delays.**

**LAUSD, NPS (NOT Agencies) and Charter Schools fax to (213) 241-8455. Non-Public Agencies fax to (213) 241-8458.**

Questions? Call the IEP Support Section at (213)241-4174.