



# Volunteer Edlio Access Guide

To obtain an LAUSD email address, please follow these steps.

**Note: *The One Access and the My Login websites are only accessible on a school's network.*** Please ask an LAUSD staff member to assist you in accessing these websites at your school. Once you have finished the process of getting an LAUSD email address, you will be able to log into the Edlio website without being on a school's network.

1. Please visit the One Access online portal and follow the application process at <https://oneaccess.lausd.net>. Please talk to your Principal or Assistant Principal in advance of filling out this form so that they understand that they need to approve your application once it has been submitted. When you have submitted the form, it may be helpful to notify them of your completed application so that they can log into One Access to approve it, as applications must be approved within 7 calendar days.

Once your application has been approved in One Access by your Principal or Assistant Principal, you will be notified of the creation of your LAUSD email account in the following 3-5 business days. The email will contain your LAUSD email address and District ID.

Note: Here is a [link to a reference guide for One Access](#).

2. After you have received your notification of your new email address, please visit <https://mylogin.lausd.net> to activate it and set a password. Be sure to remember the password, since you will need it to log into your school's website.

Reminder: *My Login is only accessible on a school's network.*

3. After setting up your password, visit your school's new Edlio website and scroll to the bottom of the page to click "Login."

4. Click on "Sign in with Microsoft."

5. Sign in with your LAUSD email account.

6. Click on "Request Account" to create your new account on Edlio.

Note: Here is a [link to a helpful video for this step](#).

7. After the request has been sent, your school's IT Solution Tech will grant you access to your school's website.