




SAUSD  Unified Workspace
- Formerly  Cloud

PORTAL ACCESS INFORMATION

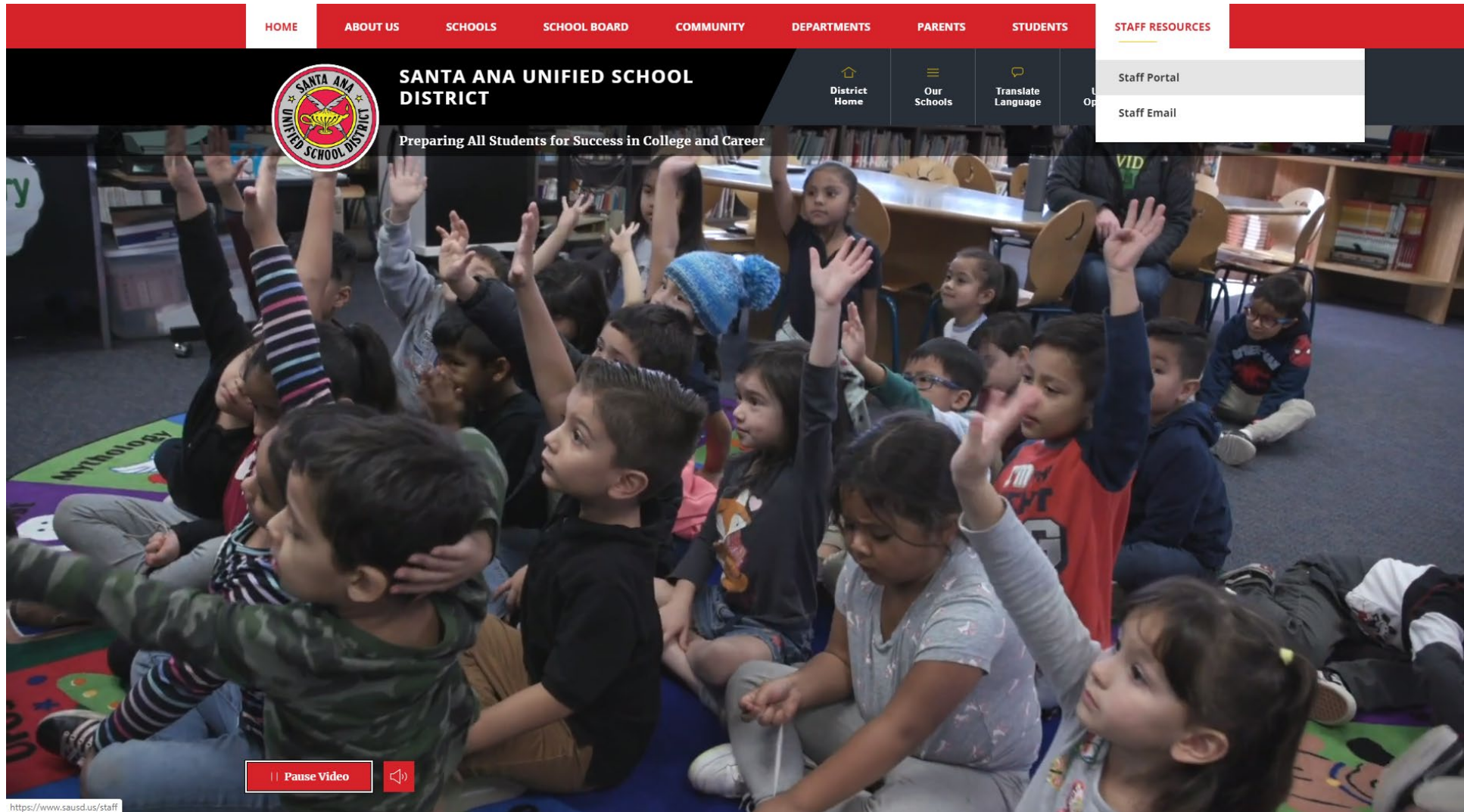


What is Unified Workspace ?

- Formerly 

- **Unified Workspace** is a secure online web-portal that allows employees to access District applications
- **Unified Workspace** can be accessed from home or at work
- Employees will have access to applications such as Oracle, Aeries, Email, Business Intelligence and other applications by simply logging into the **Unified Workspace** portal

1. Go to the Staff Portal www.sausd.us/staff



2. Login to the Staff Portal using email credentials.

(E.g. if your email is **john.smith@sausd.us** then your Username for the Staff Portal would be **john.smith** and the password would be same as your email password)

HOME

BUSINESS SERVICES

CURRICULUM


EDUCATIONAL SERVICES

FACILITIES

STAFF DEVELOPMENT

HUMAN RESOURCES

RESOURCES



STAFF

Preparing All Students for Success in College and Career

District Home

Our Schools

Translate Language

User Options

Search Website

ENTER YOUR USER NAME AND PASSWORD TO SIGN IN.

You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and information. Please remember that your password is case-sensitive.


* User Name:


john.smith


* Password:


Sign In


Forgot My Password


TIPS


Superintendent's Office


ARs and BPs


District Forms

Microsoft Office Outlook

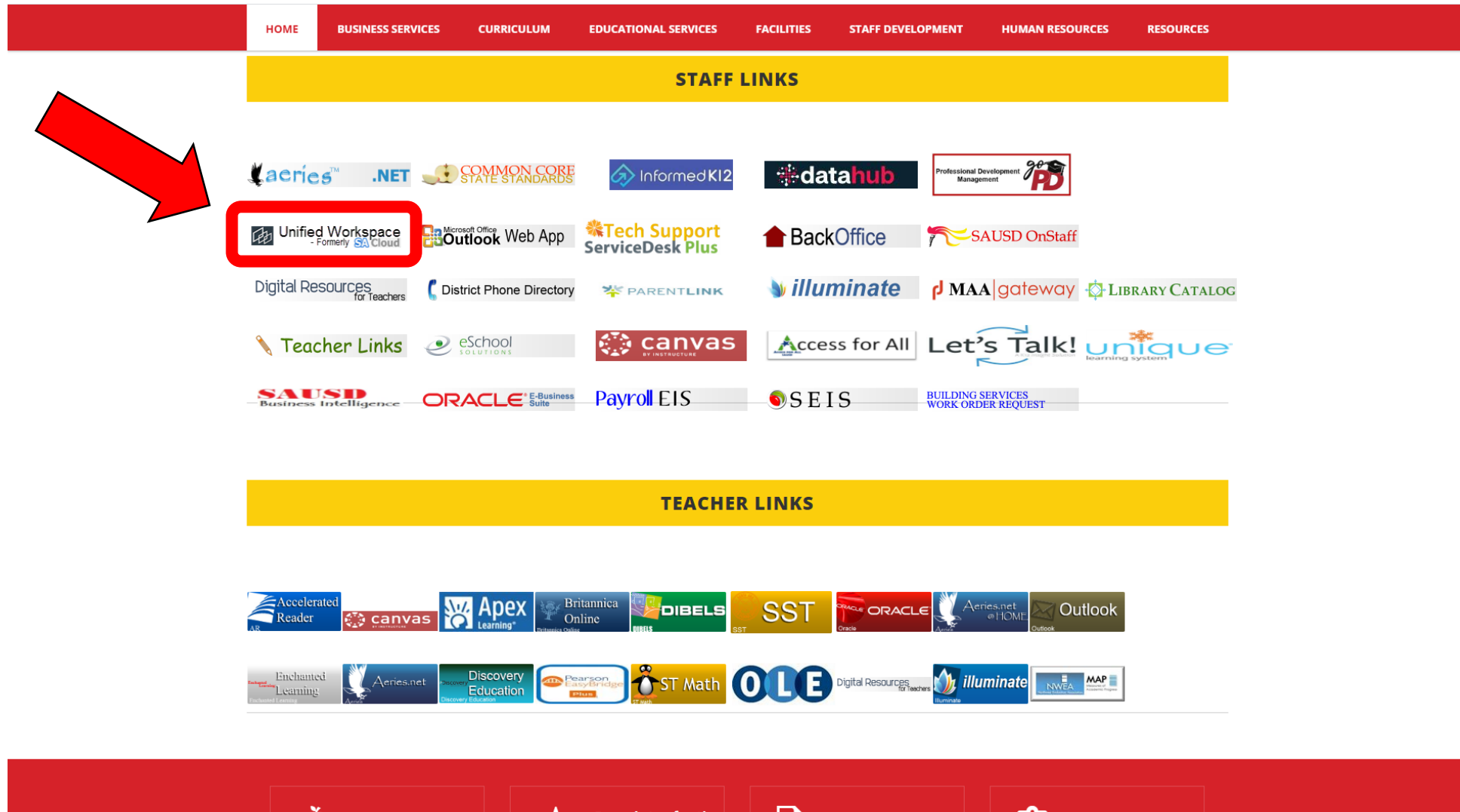
Payroll

IT Support

SAUSD TV



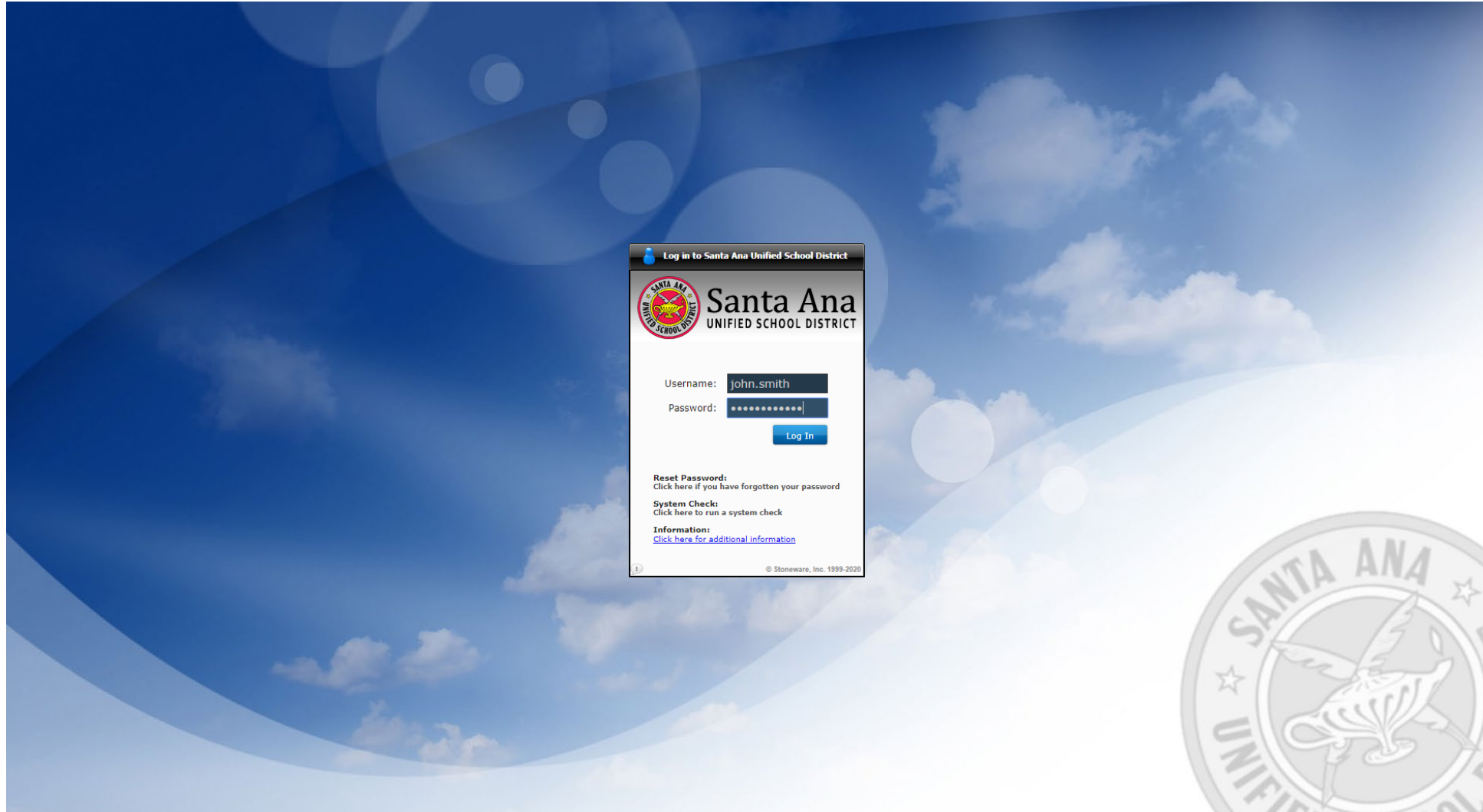
3. Scroll down until you find the **STAFF LINKS** section and click in the  Unified Workspace - Formerly SA Cloud option.



The screenshot displays a website's navigation menu and two sections of links. The navigation menu is a red bar at the top with the following items: HOME, BUSINESS SERVICES, CURRICULUM, EDUCATIONAL SERVICES, FACILITIES, STAFF DEVELOPMENT, HUMAN RESOURCES, and RESOURCES. Below the navigation menu is a yellow bar labeled "STAFF LINKS". A large red arrow points to the "Unified Workspace - Formerly SA Cloud" link in the first row of the "STAFF LINKS" section. The "STAFF LINKS" section contains a grid of various service links, including aeries, COMMON CORE STATE STANDARDS, InformedK12, datahub, Professional Development Management, Unified Workspace, Microsoft Office Outlook Web App, Tech Support ServiceDesk Plus, BackOffice, SAUSD OnStaff, Digital Resources for Teachers, District Phone Directory, PARENTLINK, illuminate, MAA gateway, LIBRARY CATALOG, Teacher Links, eSchool SOLUTIONS, canvas, Access for All, Let's Talk!, unique learning systems, SAUSD Business Intelligence, ORACLE E-Business Suite, Payroll EIS, SEIS, and BUILDING SERVICES WORK ORDER REQUEST. Below the "STAFF LINKS" section is another yellow bar labeled "TEACHER LINKS". The "TEACHER LINKS" section contains a grid of various service links, including Accelerated Reader, canvas, Apex Learning, Britannica Online, DIBELS, SST, ORACLE, Aeries.net @ HOME, Outlook, Enchanted Learning, Aeries.net, Discovery Education, Pearson EasyBridge, ST Math, OLE, Digital Resources for Teachers, illuminate, and NWEA MAP. At the bottom of the page is a red bar with a logo on the right that reads "Technology Innovation Services".

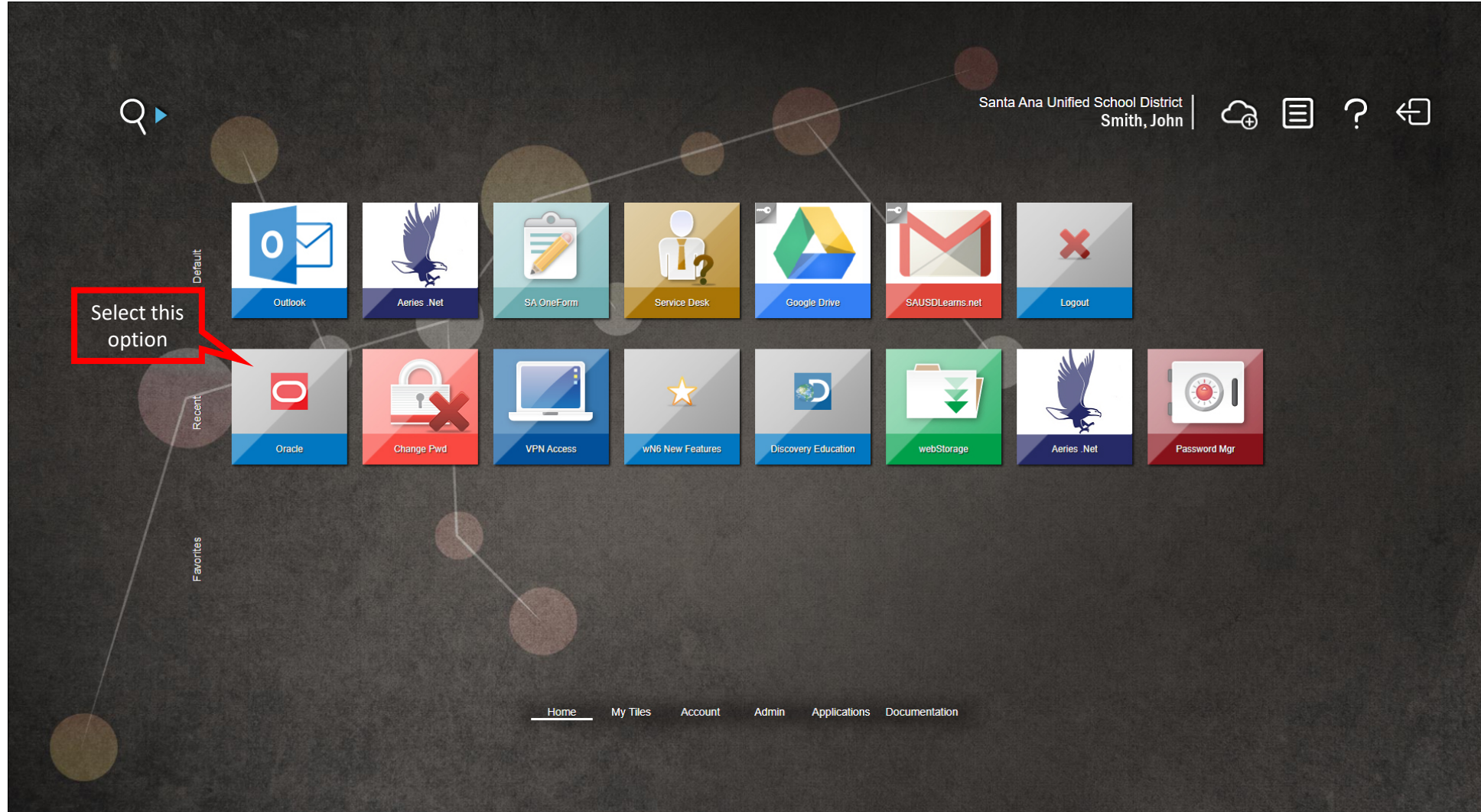
4. Login to **Unified Workspace** using email credentials.


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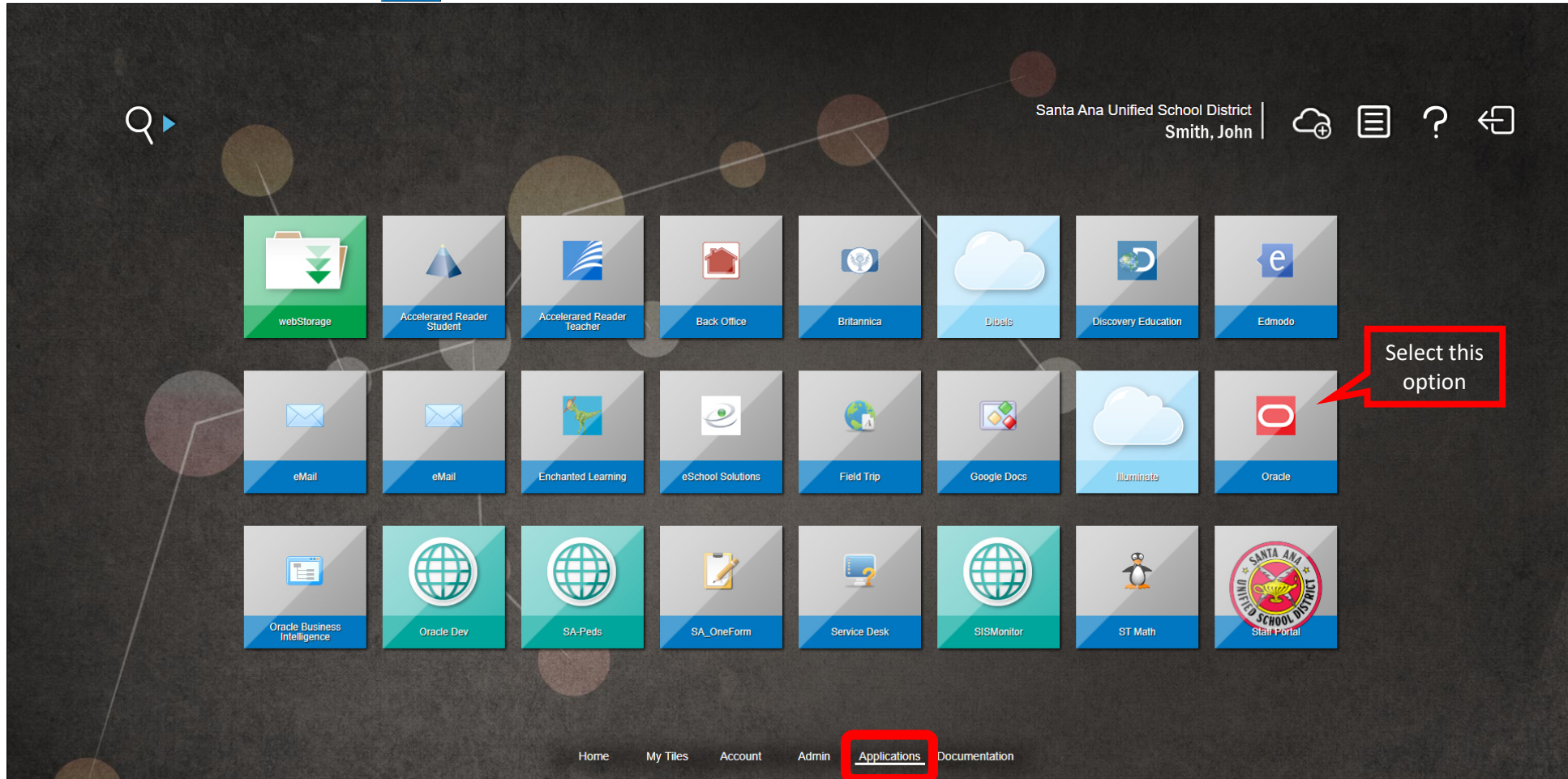


5. Locate the Oracle icon and click on it.

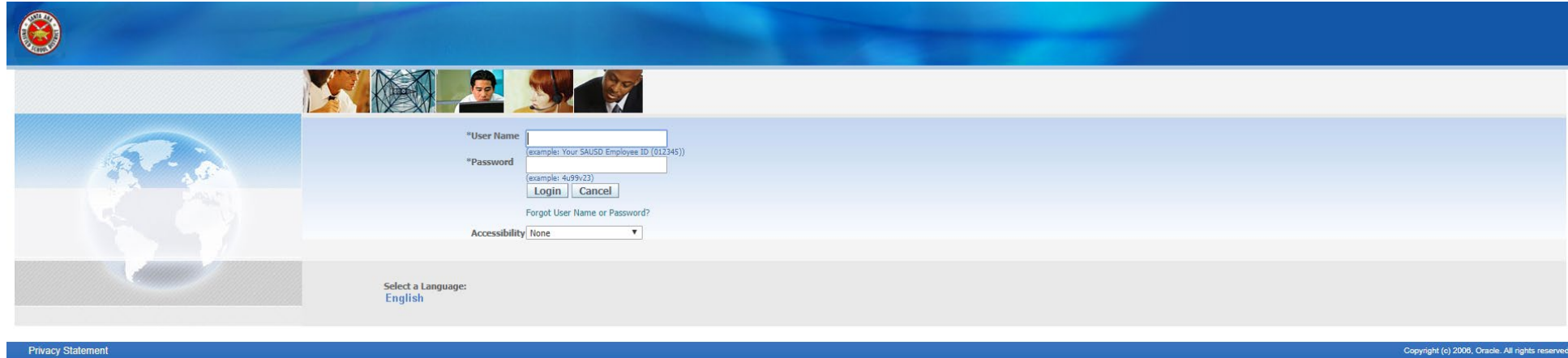
Note: If you cannot find the icon, go to the next slide.



5.1 If you could not find the Oracle icon at your home page, click on the **Applications** option from the menu located at the bottom of the page and look for Oracle  there.



6. Log into Oracle system using your Oracle credentials



The screenshot shows the Oracle login interface. At the top left is the Oracle logo. Below it is a row of five small images. To the left of the login form is a large globe icon. The login form itself has a light blue background and contains the following elements: a label '*User Name' followed by a text input field with the placeholder '(example: Your SAUSD Employee ID (012345))'; a label '*Password' followed by a text input field with the placeholder '(example: 4q99x23)'; a 'Login' button and a 'Cancel' button; a link 'Forgot User Name or Password?'; and an 'Accessibility' dropdown menu currently set to 'None'. Below the login form is a 'Select a Language:' section with 'English' selected. At the bottom of the page, there is a blue footer bar containing a 'Privacy Statement' link on the left and 'Copyright (c) 2006, Oracle. All rights reserved.' on the right.

If you are still having difficulties logging in to any of the systems mentioned in this document, please call the Help Desk office at x74741 or (714)480–4741 to get help.