



SAUSD  Unified Workspace  
- Formerly  SA 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](http://www.sausd.us/staff)



The screenshot displays the Santa Ana Unified School District website. The top navigation bar is red and contains the following links: HOME, ABOUT US, SCHOOLS, SCHOOL BOARD, COMMUNITY, DEPARTMENTS, PARENTS, STUDENTS, and STAFF RESOURCES. The STAFF RESOURCES dropdown menu is open, showing two options: Staff Portal and Staff Email. The main content area features the Santa Ana Unified School District logo on the left, the text "SANTA ANA UNIFIED SCHOOL DISTRICT" in the center, and the tagline "Preparing All Students for Success in College and Career" below it. The background image shows a group of diverse young children sitting on the floor in a classroom, with many of them raising their hands. At the bottom left of the video frame, there is a "Pause Video" button and a speaker icon. The URL "https://www.sausd.us/staff" is visible in the bottom left corner of the browser window.

## 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)



### ENTER YOUR USER NAME AND PASSWORD TO SIGN IN.

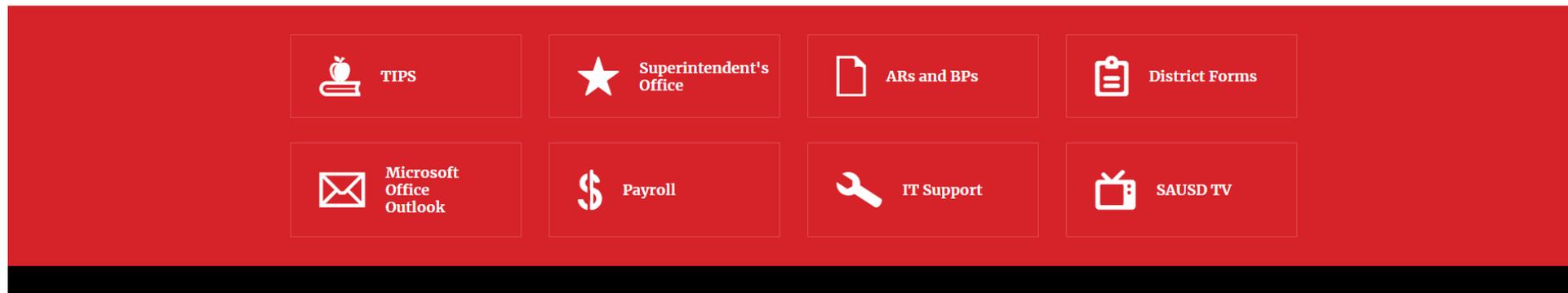
You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and information. Please remember that your password is case-sensitive.

\* User Name:

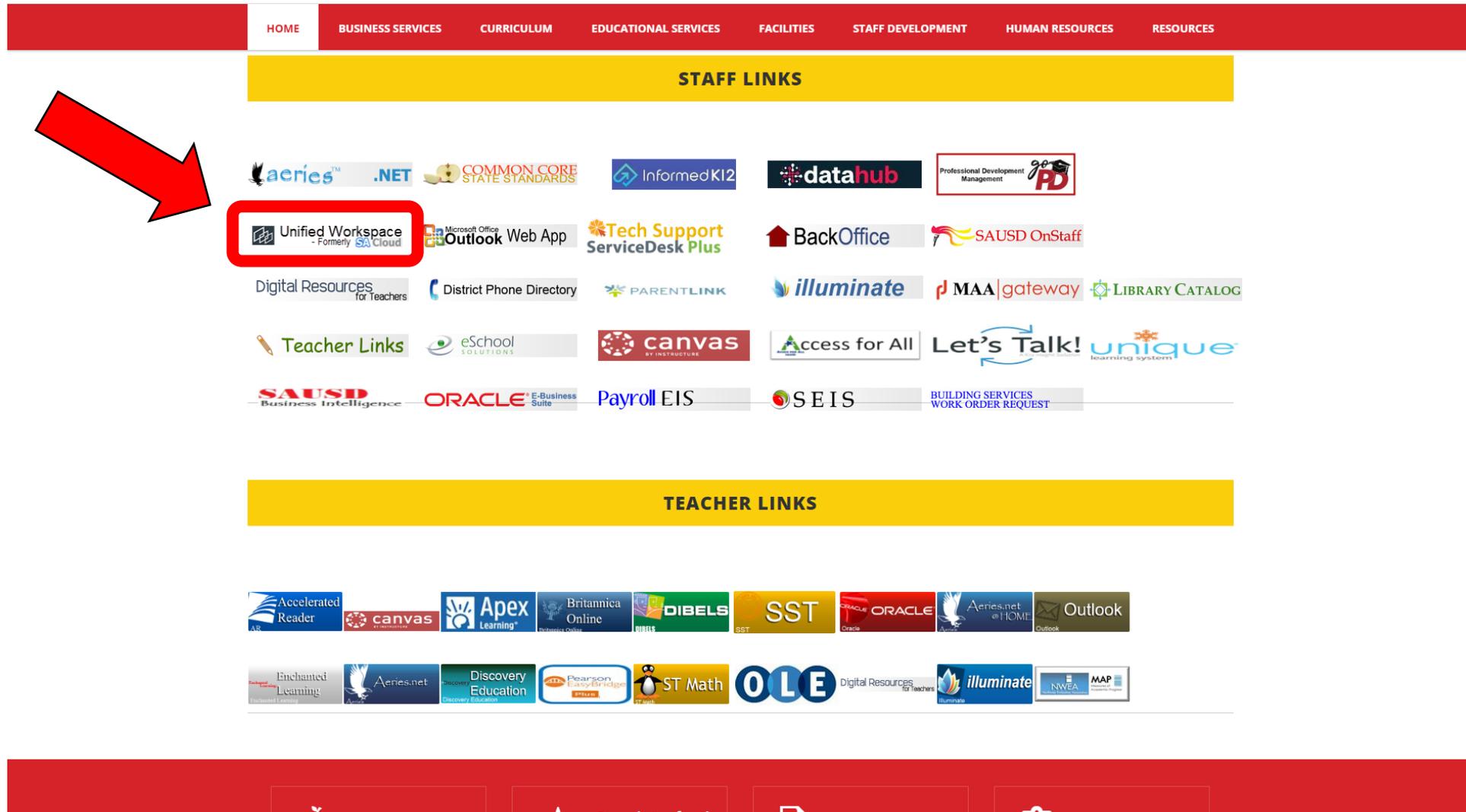
\* Password:

Sign In

Forgot My Password



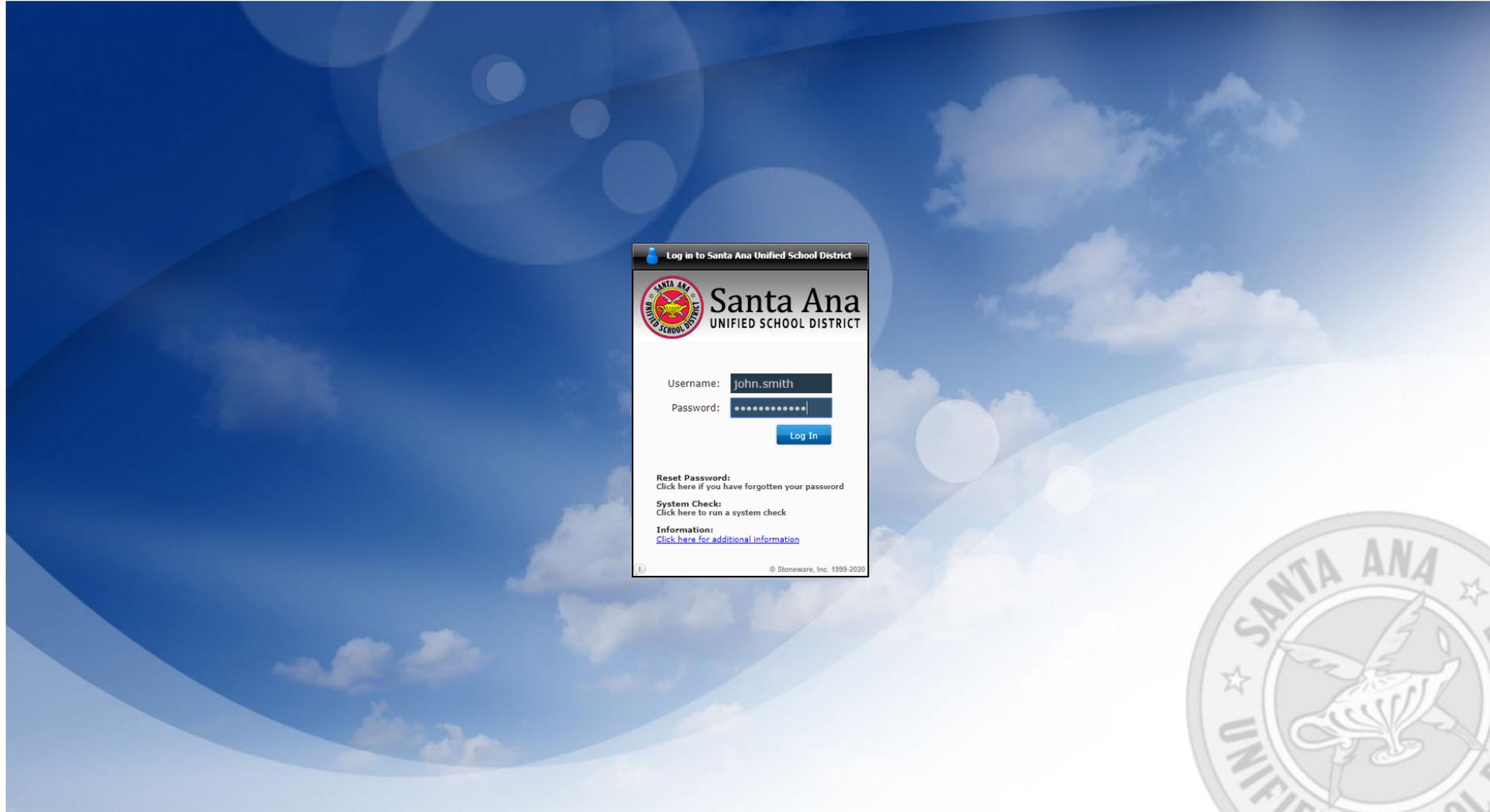
3. Scroll down until you find the **STAFF LINKS** section and click in the  Unified Workspace - Formerly SA Cloud option.



The screenshot shows a website navigation menu with a red header bar containing the following items: HOME, BUSINESS SERVICES, CURRICULUM, EDUCATIONAL SERVICES, FACILITIES, STAFF DEVELOPMENT, HUMAN RESOURCES, and RESOURCES. Below the header is a yellow bar labeled "STAFF LINKS". A red arrow points to the "Unified Workspace - Formerly SA Cloud" link, which is highlighted with a red box. Other links in the "STAFF LINKS" section include: aeries .NET, COMMON CORE STATE STANDARDS, Informed K12, datahub, Professional Development Management, 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". Links in the "TEACHER LINKS" section include: Accelerated Reader, canvas, Apex Learning, Britannica Online, DIBELS, SST, ORACLE, Aeries.net @ HOME, Outlook, Enchanted Learning, Aeries.net, Discovery Education, Pearson Education, ST Math, OLE, Digital Resources for Teachers, illuminate, and NWEA MAP. At the bottom of the page is a red footer bar with icons for home, search, and other functions. The Technology Innovation Services logo is located in the bottom right corner.

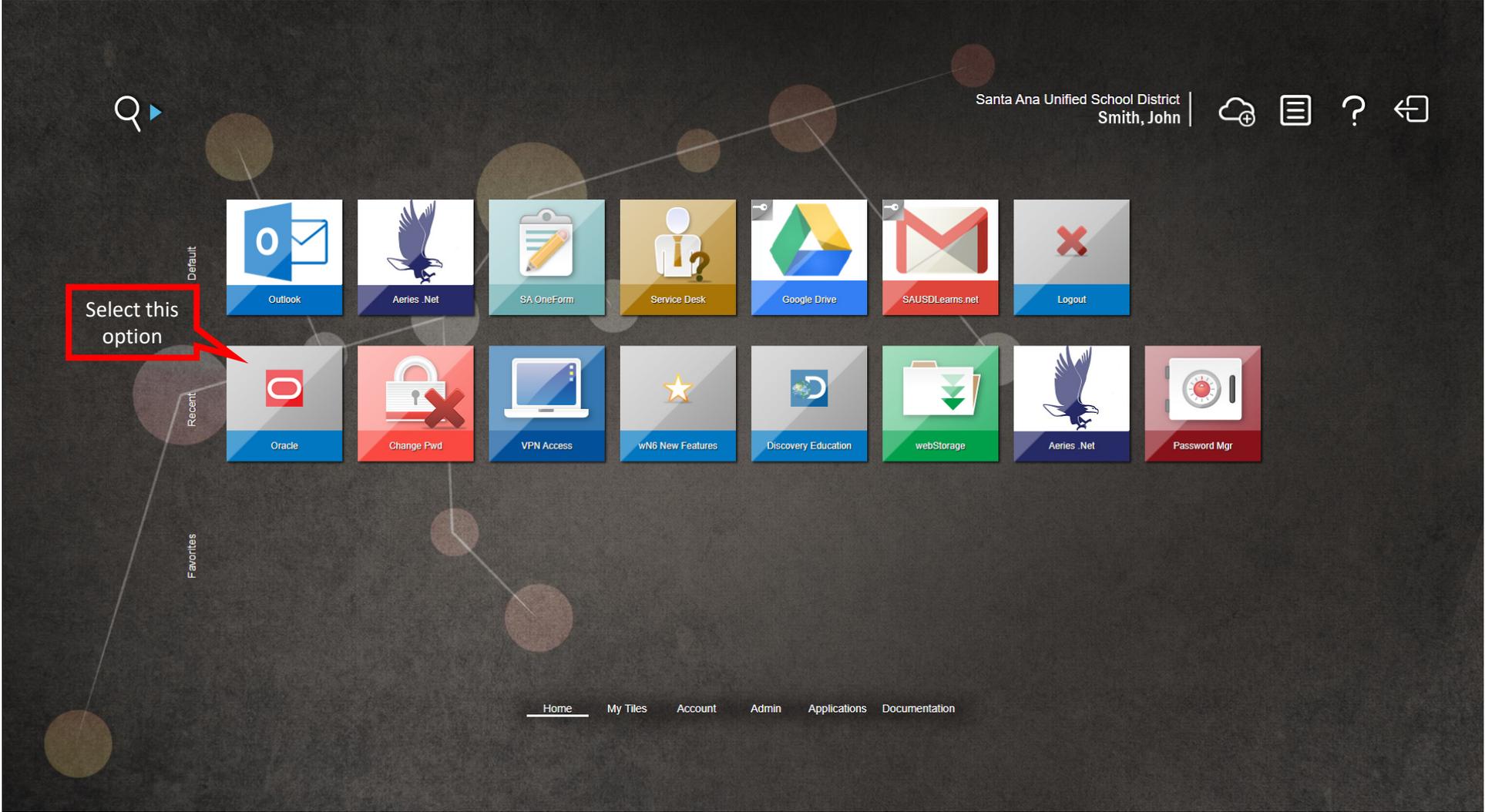
## 4. Login to **Unified Workspace** using email credentials.

(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)



# 5. Locate the Oracle icon and click on it.

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



The screenshot displays a user interface for Santa Ana Unified School District, logged in as John Smith. The interface features a grid of application tiles organized into three sections: Default, Recent, and Favorites. The Oracle icon is located in the Recent section and is highlighted with a red box. A red callout box with the text "Select this option" points to the Oracle icon. The Oracle icon is a red circle with a white 'O' inside, on a grey background with a blue bottom bar.

Santa Ana Unified School District  
Smith, John

Default

- Outlook
- Aeries .Net
- SA OneForm
- Service Desk
- Google Drive
- SAUSDLearns.net
- Logout

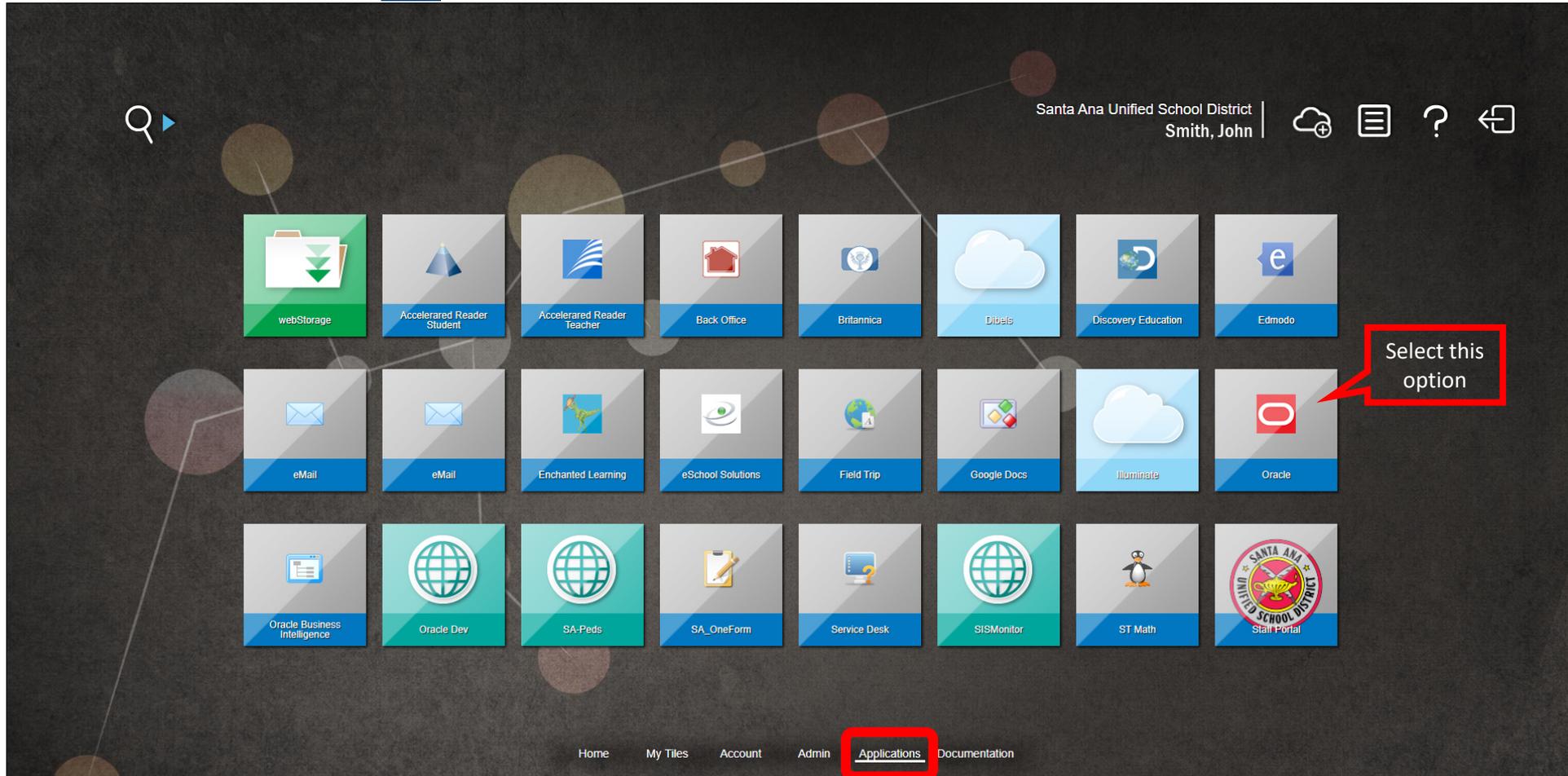
Recent

- Oracle**
- Change Pwd
- VPN Access
- wN6 New Features
- Discovery Education
- webStorage
- Aeries .Net
- Password Mgr

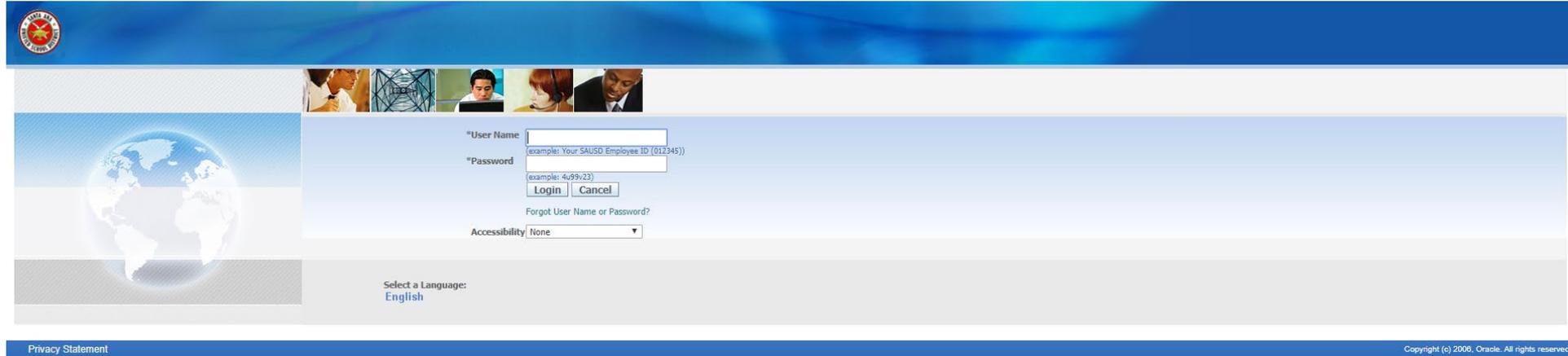
Favorites

Home My Tiles Account Admin Applications Documentation

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 navigation bar with several small images. The main content area features a globe on the left and a login form on the right. The form includes fields for \*User Name (with an example: Your SAUSD Employee ID (012345)) and \*Password (with an example: 4!99!23). Below the password field are 'Login' and 'Cancel' buttons. A link for 'Forgot User Name or Password?' is also present. An 'Accessibility' dropdown menu is set to 'None'. At the bottom of the form area, there is a 'Select a Language:' dropdown menu currently set to 'English'. The footer contains a 'Privacy Statement' link on the left and 'Copyright (c) 2008, 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.