

TEACHERS Verification of Williams Sufficiency – SECONDARY

Directions for completing and submitting the Teachers Verification of Williams Sufficiency using the Teacher's Portal.

Requirements to access the Portal:

- An LAUSD SSO
- Internet access

Step One: *Logging into the Teachers Portal*

1. Access the *Teachers Portal* by using the following link:
<https://teacherportal.lausd.net/>
2. Use your LAUSD SSO to login into the Teacher's Portal
3. Select the "Teacher Verification of Textbook Sufficiency" link
4. Check to ensure you are accurately logged in. In the upper-right corner under the portal tools, you should see your username displayed

Step Two: *Verifying the Information Displayed*

1. Verify that the following account information is correct. The fields listed below are not adjustable. If the information displayed is incorrect, please open an Online Service Request, <https://lausd-myit.onbmc.com/>.
 - School Calendar: Select the current school year
 - School: Your school assignment for the current year
 - Teachers Name: The employee's name
 - School Type: Information is extracted from the MiSiS data

*Note: Magnet Centers and Dual Language will verify under the main school's location code.

Step Three: *Verifying for Williams Sufficiency*

1. Before certifying, **please** pay attention to the following:
 - ***Additional components such as teacher's editions and ancillary material are not mandated for sufficiency.**
 - ***District policy does not allow the use of State textbook funding for the purchase of class sets.**
2. To report **SUFFICIENT**, select: "I have Sufficient textbooks/components in ALL my course/sections". Upon successful submission you will receive an email confirmation indicating as such.

3. To report **INSUFFICIENT**, select: “I do NOT have Sufficient textbooks/components in the sections indicated below”:
 - If you select **INSUFFICIENT** for any of the curricular areas, you must fill in the following fields:
 - Period (only for Span Schools, Elementary mark N/A)
 - Room number
 - Grade level/Course
 - Curricular (dropdown menu)
 - Title information
 - ISBN
 - Students Enrolled in Section
 - Students Enrolled without textbooks (represents copies needed)
4. If a course you are teaching is **not** a course in the subject areas of: English (ELA/ELD), mathematics, science, or social science, you may select “Non-core/Not Applicable” as a response.
5. Once you have verified your answers, select the blue “Submit” button. Your responses will be recorded and viewable by the school’s principal and the Region.
6. If you report **INSUFFICIENT**, an email will be sent to the principal’s inbox to notify him/her of the issue. You will also receive a confirmation email of your submission of insufficiency.
7. Once the principal has remedied the insufficiency, you are required to login to the Teacher’s Portal to reverify and report **SUFFICIENT**.
8. Be sure to logout of the Teachers Portal by clicking on the logout icon (🔌).