**BTSA: STEP ONE**

**If you are a new Year 1 teacher or are new to the Alliance, please create an EZ Access Account.**

**If you are a Year 2 teacher, reactivate your old EZ Access account.**

**To create an account:**

1. Go to: <https://ezaccess.lausd.net>
2. Select: EZ Access for non-LAUSD/charter employees
3. Select: I do not have a Single Sign-on Account (SSO)
4. Answer YES or NO: Are you a former LAUSD employee?
   1. If YES – you will renew/update your SSO
   2. If NO – you will select a New Single Sign-on request
5. Fill out all required information and read/accept the LAUSD Acceptable Use Policy (AUP)

After a few days, you will receive an email from LAUSD ITD with your user name and numeric password. (When you receive this email, follow the link/instructions to activate your account.)

SAVE YOUR EMAIL FROM LAUSD ITD for future reference!