# iLTSS

## Integrated Library and Textbook Support Services

## Division of Instruction
### TEACHER'S Certification of Williams Sufficiency – SECONDARY

**Directions for completing and submitting the Teacher's Certification of Williams Sufficiency using the Teacher's Portal:**

*Purpose:* To provide instructions on how to access the SECONDARY Teacher's portal needed to declare Williams Sufficiency using the online portal.

Requirements to access the Portal:

- An LAUSD SSO
- Internet access

**Step One:** *Logging into the Teacher's Portal*

1. Access the Teacher's Portal by using the following link:
   https://myapps.lausd.net/TeacherPortal/Pages/
2. Use your LAUSD SSO to login into the Teacher's Portal
3. Select the "Teacher Certification of Textbook Sufficiency" link
4. Check to ensure you are accurately logged. 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 following are not adjustable fields. If the information displayed is incorrect, please open a Remedy request for Destiny Textbook Support:
   - 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: For the 2017-2018 school year, magnets, e.g. dual language, will certify under the main school's location code.

**Step Three:** *Certifying for Williams Sufficiency*

1. Before certifying **please** read the red lettered notes:
   - *\*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 declare **SUFFICIENT**, select: I have sufficient textbook/instructional materials
3. To declare **INSUFFICIENT**, select: I DO NOT have sufficient textbook/instructional materials:
    - If you select INSUFFICIENT for any of the curricular areas, fillable fields will populate on the screen so you may type in the following information:
        - Period
        - Room number
        - Grade level/Course
        - Curricular (dropdown menu) (the elementary designation is only for K-5 schools)
        - Title information
        - ISBN
        - Students Enrolled in Section
        - Students Enrolled without textbooks (represents copies needed)
4. If a course you are teaching is not a core course, you may select "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 Local District.
6. If you declare INSUFFICIENT, an email will be sent to the principal's inbox to notify him/her of the issue.
7. Once the principal has remedied the insufficiency, you are required to login to the Teacher's Portal to **recertify** and declare SUFFICIENT.

    Be sure to logout of the Teacher's Portal by clicking on the logout icon (⏻).