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## 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. Check to ensure you are accurately logged. In the upper-right corner next to the lock, you should see your username displayed

#### *Step Two: Verifying the Information Displayed*

1. Verify that the following account information is correct:
  - 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; this is not an adjustable field

#### *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. As a Secondary Teacher, you will certify for each course/period for which you have students assigned

3. To declare **SUFFICIENT**, select: I have sufficient textbook/instructional materials and click on the blue "submit" button
4. To declare **INSUFFICIENT**, select: I DO NOT have sufficient textbook/instructional materials:
  - If you select INSUFFICIENT for any of the courses/periods, fillable fields will populate on the screen so you may type in the following information:
    - Period
    - Room #
    - Course
    - Curricular area: A dropdown menu will populate when you click on the dropdown menu. You may select: English/ELD, Foreign Language, Health, History/Social Studies, Math and Science
    - Textbook Title Information
    - ISBN: Enter either the 10 or 13 digit barcode of the textbook
    - # of Students Enrolled in Section: Enter the number of students on the roster
    - # of Students Enrolled without Textbooks: Enter the number of students that **do not** have a textbook
      - Repeat the process for each course/period that is insufficient
      - Verify the information entered and click on the blue "Submit" button
      - If you declare INSUFFICIENT, an email will be **immediately** sent to the principal's inbox to notify him/her of the issue.
      - Once the principal has remedied the insufficiency, you are required to login to the Teacher's Portal to **resubmit** in order to declare SUFFICIENT
5. If you are a non-core teacher, select: **Not Applicable**
6. 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.
7. Be sure to logout of the Teacher's Portal by clicking on the logout icon (🔌)