



Los Angeles Unified School District

Today's Learners, Tomorrow's Leaders



LAUSD SERVICE CALLS – SMART PHONE APPLICATION

Download the application: The application can be downloaded from the marketplace or store of any Android, iOS (Apple), and BlackBerry device. Keyword 'LAUSD Service Calls'

Step 1: Launch App and Press the **Report an Issue** button.

Step 2: Take a **Photo** of the issue and Press **Use**



Step 3: Press **Location** and select the school that you are reporting from. Press **Done** when finish.

Step 4: Under **Location Details**, describe where the maintenance issue is located.



Step 5: Press **Type of Service** and select the type of service you are requesting. Press **Done** when finish.

Step 6: Press **Craft** and select the type of craft that will be servicing the call. Press **Done** when finish.



Step 7: Under **Problem Description**, provide as much detail as you can. Press **Submit Report** when done.



If you have any questions, please feel free to contact Danny Lu at 213-241-0573 or email at danny.lu@lausd.net