

Warehouse – Order Supplies

Website Portal Instructions

For LAPS Staff

How do I access the Warehouse portal on the LAPS website to get instructions for searching the supply catalog and ordering supplies?

This portal is restricted to staff viewing only. You must sign in with your Schoolwires account. If you don't remember your Schoolwires username and password, follow the detailed access instructions below.

QUICK ACCESS INSTRUCTIONS

If you already know your Schoolwires password, you can follow these quick instructions to go straight to the Warehouse home page.

1. Go to <http://www.laschools.net/warehouse>
2. When prompted, enter your Schoolwires username and password to sign in.
3. You should then be directed to the Warehouse home page.

DETAILED ACCESS INSTRUCTIONS

1. Go to the district website at <http://www.laschools.net>.
2. Click on FOR STAFF.
3. If you don't know your Schoolwires username and password, follow the instructions on the For Staff Home page to retrieve it.
4. Once you have your Schoolwires account information, under OPERATIONAL SUPPORT & INFORMATION, click on WAREHOUSE – ORDER SUPPLIES .
5. When prompted, enter your Schoolwires USERNAME and PASSWORD and click on SUBMIT.
6. You should then be directed to the Warehouse home page.
7. **Need help?** Contact the District Website Coordinator by completing the online contact form or by e-mail.
 - a. **Online Contact Form** <http://www.laschools.net/websitecontact>
 - b. **E-Mail** lapsweb@laschools.net