



Los Angeles Mission College  
CaWORKs Office

# Cranium Cafe Steps

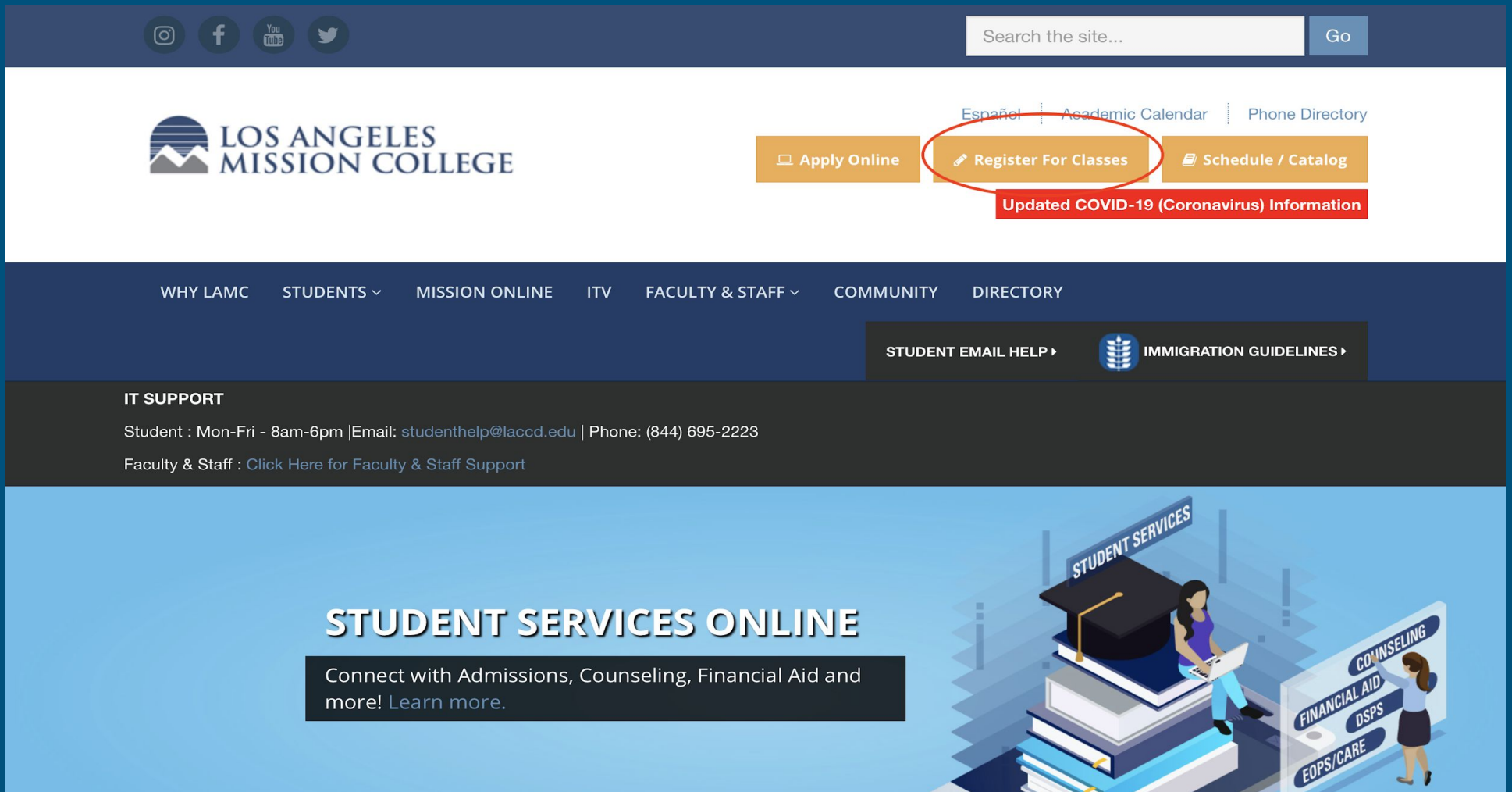
Helping students on how to access  
our services during the  
*Safer at Home* period.

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April 1, 2020

# LAMC Home Website

## *lamission.edu*



The screenshot shows the homepage of the Los Angeles Mission College website. At the top, there are social media icons for Instagram, Facebook, YouTube, and Twitter. A search bar with the text "Search the site..." and a "Go" button is located on the right. The college logo, "LOS ANGELES MISSION COLLEGE", is on the left. Navigation links include "Español", "Academic Calendar", and "Phone Directory". Three main action buttons are highlighted: "Apply Online", "Register For Classes" (circled in red), and "Schedule / Catalog". A red banner below these buttons reads "Updated COVID-19 (Coronavirus) Information". A dark blue navigation bar contains links for "WHY LAMC", "STUDENTS", "MISSION ONLINE", "ITV", "FACULTY & STAFF", "COMMUNITY", and "DIRECTORY". Below this, there are links for "STUDENT EMAIL HELP" and "IMMIGRATION GUIDELINES". A dark grey section titled "IT SUPPORT" provides contact information for students and faculty. The bottom section features a large blue banner with the text "STUDENT SERVICES ONLINE" and an illustration of a student sitting on a stack of books, with another student pointing to a board listing services like "CONSELING", "FINANCIAL AID", "DSPS", and "EOPS/CARE".

Search the site... Go

Los Angeles Mission College

Español Academic Calendar Phone Directory

Apply Online Register For Classes Schedule / Catalog

Updated COVID-19 (Coronavirus) Information

WHY LAMC STUDENTS MISSION ONLINE ITV FACULTY & STAFF COMMUNITY DIRECTORY

STUDENT EMAIL HELP IMMIGRATION GUIDELINES

**IT SUPPORT**  
Student : Mon-Fri - 8am-6pm | Email: [studenthelp@laccd.edu](mailto:studenthelp@laccd.edu) | Phone: (844) 695-2223  
Faculty & Staff : [Click Here for Faculty & Staff Support](#)

**STUDENT SERVICES ONLINE**  
Connect with Admissions, Counseling, Financial Aid and more! [Learn more.](#)

STUDENT SERVICES  
CONSELING  
FINANCIAL AID  
DSPS  
EOPS/CARE

# How to Access SIS Portal



[Español](#) | [Academic Calendar](#) | [Phone Directory](#)

[Apply Online](#)

[Register For Classes](#)

[Schedule / Catalog](#)

[Updated COVID-19 \(Coronavirus\) Information](#)

[WHY LAMC](#)

[STUDENTS](#)

[MISSION ONLINE](#)

[ITV](#)

[FACULTY & STAFF](#)

[COMMUNITY](#)

[DIRECTORY](#)

[STUDENT EMAIL HELP](#)



[IMMIGRATION GUIDELINES](#)



SIS Help

Register : Login Portal

## Technical Support

Students can call the toll free number at (844)695-2223 from 8 a.m. to 7 p.m., Monday through Friday.

## Student Information System



[Register for Classes](#)

To register for classes, log in to the Student Information System. Click the register button to begin.

Note: If you require assistance with the registration process, please click on the "Help" link below.

[SIS HELP](#)

# Signing into SIS Portal

## Student ID Number and Password

CITY  
—  
EAST  
—  
HARBOR  
—  
MISSION  
—  
PIERCE  
—  
SOUTHWEST  
—  
TRADE-TECH  
—  
VALLEY  
—  
WEST



### Free Online Tutoring!

Available now, live 24/7 online tutoring in various subjects.

To meet with an online tutor, click on the "Online Tutoring" tile and select the subject from the menu.

Sign in with your organizational account

Sign in

1st time signing in? [Click here.](#)

Forget your password? [Click here.](#)

New Microsoft forget your password? [Click here.](#)

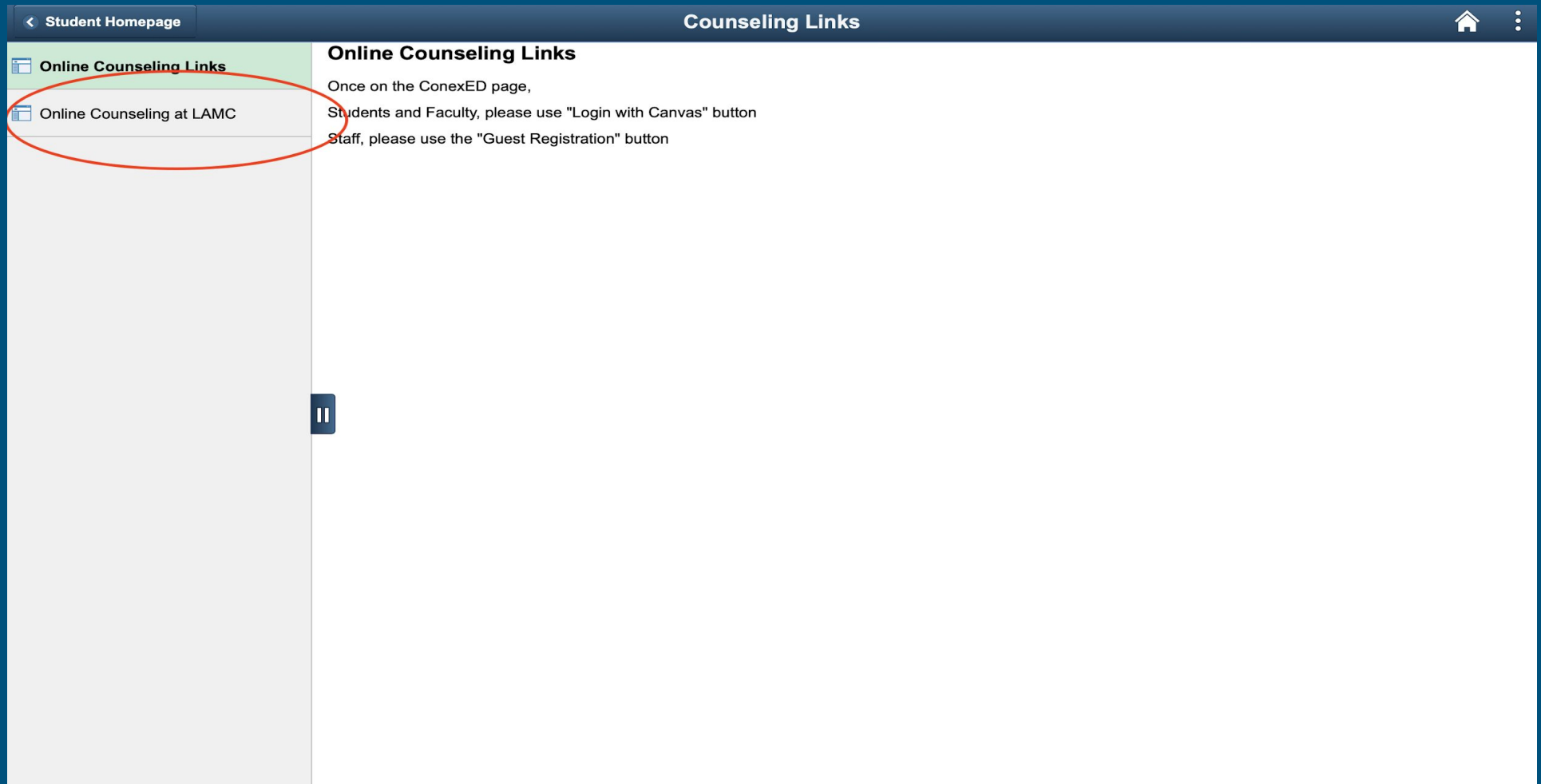
# How to Reach us on ConexED/Cranium Cafe

The screenshot displays the 'Student Homepage' dashboard for the Los Angeles Community College District. The dashboard is organized into a grid of tiles. The 'Online Counseling & Live Chat' tile, located in the bottom right of the main grid, is highlighted with a red circle. The tiles include:

- Profile:** Icon of a person with a pencil, labeled 'Text'.
- Academic Records:** Los Angeles Mission College logo.
- Manage Classes:** Calendar icon with a graduation cap.
- Canvas:** Clipboard icon with a checkmark.
- Online Tutoring:** Document icon with a pencil and checkmark.
- Student Account:** Building icon with coins, labeled 'Amount Due \$0.00 USD'.
- To-Do's List & Holds:** Warning triangle icon, labeled 'Text To Do's'.
- Financial Aid & Scholarships:** Graduation cap icon with a document.
- Student Status:** Clipboard icon with a person silhouette.
- Mail - Outlook:** Outlook envelope icon.
- Key Links & Help:** Document icon with a pie chart.
- Online Counseling & Live Chat:** Headset icon, circled in red.
- Academic Advisement:** Pie chart showing 'Complete 96%'.

The top navigation bar includes the Los Angeles Community College District logo, a 'Student Homepage' dropdown menu, a home icon, and a menu icon. A refresh icon is located in the bottom right corner.

# Accessing ConexED/Cranium Cafe



The screenshot displays a web application interface with a dark blue header. On the left, a sidebar contains two menu items: "Online Counseling Links" (highlighted in green) and "Online Counseling at LAMC" (circled in red). The main content area is titled "Counseling Links" and contains the following text:

**Online Counseling Links**

Once on the ConexED page,  
Students and Faculty, please use "Login with Canvas" button  
Staff, please use the "Guest Registration" button

A home icon and a three-dot menu icon are visible in the top right corner of the header. A pause icon is located at the bottom of the sidebar.

# Select the *Canvas* logo

ConexED

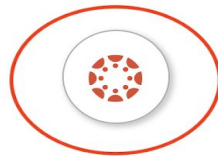
[Not your school's page? Click here.](#)



LOS ANGELES  
MISSION COLLEGE

Choose a login button below to access ConexED

Login



# Agree to Terms to use ConexED

## Informed Consent Statement

To all current and prospective [Campus] students, you must carefully read the entire "Terms & Conditions" and "Privacy Protection" statements below BEFORE using the Los Angeles Community College District (LACCD) appointment scheduling and online services at Los Angeles Mission College.

Please click the agree button below in order to move forward with requesting in-person and online services.

### TERMS & CONDITIONS:

- I agree to represent myself authentically in all aspects when participating in an in-person or online counseling session and/or student services or webinar.
- I authorize the counselor and/or support staff to provide me with information related to my academic records online through the use of educational websites and other resources.
- I grant permission for Los Angeles Mission College online counselors and/or support staff to record my live online meeting sessions and/or webinar for the sole purpose of assisting me in my educational pursuits.
- I hereby grant permission for Los Angeles Mission College online counselors and/or support staff to discuss information related to my academic records during a live online meeting session and/or webinar, which I understand to be encrypted and secure.

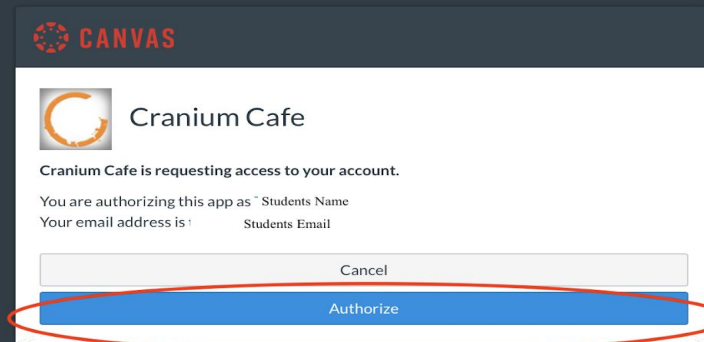
Disagree

Agree



# Authorize Access

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# Search for the CalWORKs Counter

The screenshot shows the ConexED Student Support Directory interface. At the top left is the ConexED logo. The top center features the Los Angeles Mission College logo. On the top right, there is a search bar labeled "Quick Directory Search" with a magnifying glass icon. Below the search bar, the text "Enter user's name, title or email ..." is visible, and this search bar is circled in red. To the left of the search bar, there are two buttons: "Show by Department (current view)" and "Show by Name". Below the search bar, the text "Search by name or department" is displayed. The main content area is titled "Los Angeles Mission College Student Success" and contains three profile cards for "Student Success". Each card includes a profile picture, a status indicator (Online), a "Knock on Door" button, and contact information: "Student Success Center Window One", "Student Success Center Window Two", and "Student Success Center Window 3". Each card also has "SEND OFFLINE MESSAGE" and "SCHEDULE MEETING" buttons. The bottom of the page shows a browser address bar with the URL: <https://lamission.craniumcafe.com/profile-settings/calendar-integration-tab>.

# Online Communication

## Live chat & Video chat available

The screenshot displays the user interface of the Los Angeles Mission College Student Support Directory. On the left is a navigation sidebar with the following items: 'STUDENT SUPPORT DIRECTORY', 'Cranium Cafe', 'Classrooms', 'ARCHIVES', 'CUSTOMIZE CARD', 'CALENDAR & SCHEDULER SETTINGS', 'ACCOUNT SETTINGS', and 'HELP CENTER'. The main content area is titled 'Student Support Directory' and includes a search bar with 'calworks' entered, and two filter buttons: 'Show by Department (current view)' and 'Show by Name'. Below the search filters, the text 'Los Angeles Mission College' and 'CalWORKs Front Desk' is visible. A central card for the 'CalWORKs Counter' features a 'Knock on Door' button and a green 'Online' status indicator, both of which are circled in red. The card also displays the text 'How can we help you?' and 'M-F 8am-4:30pm'. At the bottom of the card are two buttons: 'SEND OFFLINE MESSAGE' and 'SCHEDULE MEETING'. The browser's address bar at the bottom shows the URL: <https://lamission.craniumcafe.com/profile-settings/calendar-integration-tab>.

# Offline Communication

ConexED

LOS ANGELES MISSION COLLEGE

Quick Directory Search

Student Name  
STUDENT  
(request role upgrade)

Online

STUDENT SUPPORT DIRECTORY

Cranium Cafe

Classrooms

ARCHIVES

CUSTOMIZE CARD

CALENDAR & SCHEDULER SETTINGS

ACCOUNT SETTINGS

HELP CENTER

Student Support Directory

Show by Department (current view)

Show by Name

calworks

Search by name or department

Los Angeles Mission College

CalWorks Front Desk

Online

Knock on Door

CalWORKs Counter

How can we help you?

M-F 8am-4:30pm

SEND OFFLINE MESSAGE

SCHEDULE MEETING

CalWorks

<https://lamission.craniumcafe.com/profile-settings/calendar-integration-tab>

# CalWORKs Staff Members ConexED/Cranium Cafe Accounts

The screenshot displays the CalWORKs staff directory on the ConexED platform. The interface includes a top navigation bar with the ConexED logo, the Los Angeles Mission College logo, and a search bar labeled "Quick Directory Search". A left sidebar contains navigation options: "STUDENT SUPPORT DIRECTORY", "Cranium Cafe", "Classrooms", "ARCHIVES", "CUSTOMIZE CARD", "CALENDAR & SCHEDULER SETTINGS", "ACCOUNT SETTINGS", and "HELP CENTER". The main content area, titled "CalWorks", shows a grid of staff member profiles. Each profile includes a profile picture, a status indicator (e.g., "Away", "Offline", "Online"), a name, title, contact information, and a "Knock on Door" button. Below each profile are buttons for "SEND OFFLINE MESSAGE" and "SCHEDULE MEETING".

Name	Title	Contact Info	Status
Angela Aghajanian	CalWORKs Director	AGHAJAA@faculty.laccd.edu	Away in a meeting (Thu 11:38 AM)
Sally Ibarra	Cal WORKs Academic Counselor	818-364-7760; Walk-In Hours M/W/F 8am-3pm; ibarrasa@lamission.edu	Offline
Marianna Sirunian	CalWORKs Case Manager	+18188333511; sirunim@laccd.edu	Away I am away (Thu 10:40 AM)
Vanessa Hernandez	CGCA & Trainer/Presenter	Office Hours M/W/F 8:00am-3:30pm; hernanvc@laccd.edu	Offline
Teresa Torres	Program Assistant	https://lamission.craniumcafe.com/teresatorres; torrestj@laccd.edu; Office: CalWORKs	Offline
Lusine Khachatryan			Online (Knock on Door)
Joanna Meza	Program Assistant	meza2@laccd.edu	Offline
Nezabeth Diaz			Offline

<https://lamission.craniumcafe.com/profile>