Maryland's Largest School District

MONTGOMERY COUNTY PUBLIC SCHOOLS Expanding Opportunity and Unleashing Potential

Office of Communications Language Assistance Services Unit

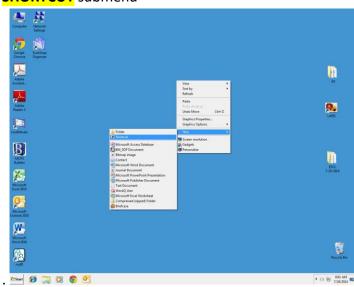
Language Assistance Request Information System LARIS

Español ◆ 中文 ◆ Français ◆ Việt Nam ◆ 한국어 ◆ 차뗵ርኛ ◆ Русский ◆ Português Tagalog ﴿ فارسى ﴿ أردو ﴿ Kreyòl ◆ 日本話◆ 제약에 ﴿ فارسى ﴾ أردو

How to create a shortcut for LARIS

PLEASE NOTE THAT ONLY IT STAFF MAY HAVE ACCESS TO CREATE SHORTCUTS AT THE SCHOOL LEVEL.

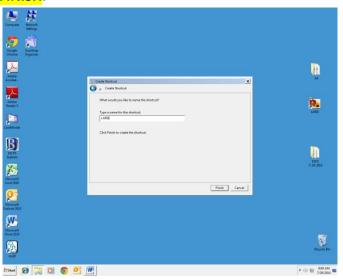
 On desktop, *move your mouse pointer to* any empty space. *Right click* and select NEW -SHORTCUT submenu



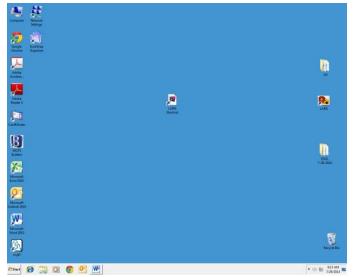
 On Create Shortcut screen, *fill out* the field below "Type the location of the item" with "fmp://172.20.35.15/LARIS" and *click* NEXT.

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CardMinder		This visual helps you to create shortcuts to local or network programs, files, folders, computers, or internet addresses. Type the location of the item:	LARIS
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3. In the **Type a name for this shortcut: field (box)**, *enter* **"LARIS Shortcut"** with and *click* **FINISH**.

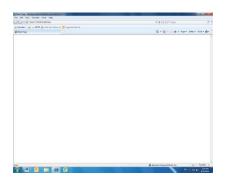


4. You are done when you get the LARIS shortcut on your desktop.



SHORT ALTERNATIVE IF CREATING THE SHORTCUT DOESN'T WORK

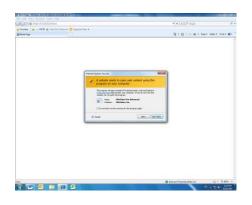
1. Open Internet Browser.



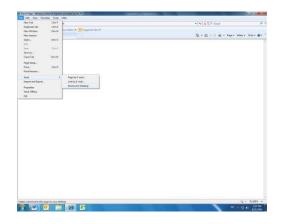
- 2. Type fmp://172.20.35.15/laris in address bar, then Enter
- 3. Click Allow

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4. Click Allow



5. Click File->Send -> Shortcut to Desktop



Language Assistance Request Information System - LARIS

INSTRUCTIONS

- 1. Double click on the LARIS icon on your screen.
- 2. Replace the account name with your username and password to access the system.

Open "LARIS"			?	×
Sign	in to open "LA	.RIS".	172.20.35.	15 🔒
Acc	count Name: Password:	MONTGOMERY CO PUBLIC SCHOOLS		
		Sign In	Cancel	

Each MCPS location has its username and password to access LARIS. To obtain it, please contact any of the LSAs at LASU. Username: _____ Password: _____

3. Click on School/Office Main Screen to access your location requests.



Click on Search by Trace Number to look for a particular request.

4. On the main screen you will see all requests entered by your location.

Ficonda		2 LP				195	
Search (State) Vex As Vex A	III Innesi Ifice Screen	Wednesday, 6/2		Create New	Contemportante Recent	(A) toritorial	Click on Cancel Request to completely cancel a request.
From Number by Heating Date: The State of the State of t	Distant Name Bonas le Bonas le Bonas le Bonas le Bonas le	Request Status Request Completed Request Completed Denied Gragorophic Request Completed Request Completed	Tere Snty Language Spanish Spanish Spanish Spanish Spanish Spanish	Request Drose over Tieres Sudri est, Hitzy Umo Jame Asun n. Patrice Quel da, Hima	Gene Immonstrative read Cancel Integrate (non Canl Ten Cancel 24-665-7026 0 (21:25) 2:00 PM Date 24-665-7026 0 (21:25) 2:00 PM Date 24-665-7026 0 (21:25) 2:00 PM Date 24-667-7026 0 (21:25) 2:00 PM Date 24-667-7026 0 (21:25) 2:00 AM Date	Selection of the select	Click on Other Email to LASU for any other purpose.
Cost, Alloyad Inguna Stova II Cost, Alloyad Inguna Stov Cost, Alloyad Inguna Stov Co	Hones In Hones In Hones In Hones In Saged All Dephi Hones In Hones In Dones In Caung Dang	Request Completed Request Completed Request Completed Request Completed Request Completed Request Completed Request Completed Request Completed Request Completed Request Completed	 Spenish Spenish Spenish Spenish Spenish Spenish Aralisc Taril Spenish Spenish Spenish Spenish Vietnameni 	Bendia, Clauda Porto, vieno, Marifeu Quant dia, Minne Bendia, Clauda de Lo J, Anela O. de Lo J, Anela O. de Lo J, Anela O. Rodriguez, Nitzy Rodriguez, Nitzy Rodriguez, Nitzy	249-648-9106 (\$12015) \$1000 AM 249-526-2783 \$200005 \$1000 AM 249-526-2783 \$200005 \$1000 AM 249-526-2783 \$200005 \$1000 AM 201-90-7066 \$0(\$2015) \$100 PM 201-90-7066 \$0(\$2015) \$100 PM 201-90-7056 \$10(\$2015) \$100 PM 249-688-7055 \$10(\$2015) \$100 AM 249-688-7055 \$10(\$2015) \$100 AM 249-688-7055 \$10(\$2015) \$100 AM 249-688-7055 \$10(\$2015) \$100 AM	Lea Hole Las Hole Saluzherry Kub Saluzherry Kub Saluzhery Kub Saluzhery Kub	Click on Reschedule Request to make changes on an existing request.
Sentatis (DCL-Bioguel Inguere transe le Cettate (DCL-Bioguel Inguere transe le Sentate) (DCL-Bioguel Inguere transe le Teletat : 143)	Ponas k Ponas k Ponas k	Request Completed Request Completed Request Completed	 spansh spansh spansh spansh 	Bendaña, Cauda Rodrguez, Hitzy Asuncion, Patricia	2-0-689-156 5(12)232 3109 AH 2-0-689 702 5(12)232 3125 AH 2-0-687 7085 5(12)233 3125 AH	Lus Hein Sokurflang, Joh Sokurflang, Joh	Click on Interpreter Time Entry to enter the total time the interpreter spent at your location.

5. Entering the information of a new request.

LARIS (CESC-FM15)					_	
1/2349	ords Scripts Tools Window Help 9 Unsorted) The Show All New Record Del	■ Q → ↓ª lete Record Find Sort	1 Share		Q.,	۵
ayout: Service Request Screen View A					Aa	Edit Layout
1. Service Request S		Request Status P quest Opened	MAIN Menu Previous Screen	LASU Screen * Confirmed Date ** Confirmed : Location		1
Requester	Phone	Email			* Missing Info Email	
School/Office		Date of Reg	uest : 9/14/2022	11:49:11 AM ** Specie		
Emergency Evening/Weekend	Contact No.		37172022	Speci		
1. Interpreter Service Requ		atru		* Trace Number :	R23-01795	
				(Currently available La	nguages)	
* Location of Meeting :			* <u>Language</u> Reque	isted :		
* Purpose of Meeting :		~ * Exp	ected <u>Duration</u> of Meeting :	hr(s) ** Simultaneo interprete	yus T : □Yes	
* Preferred Dates of Meetin	1g : 1.Minimum of 10 business days are	required to process. 2.Please in	dicate more than one po	ssible date.(MM/DD/YYYY hh:mi	n AM/PM)	
* <u>Date 1</u> :	Date 2:	Date 3:	Date Time	Date 4:	Time	
] Date * Student's Name	Time Date	Time * Student ID#		** <u>Requester's No</u>		
		Home Ph	one			
Student's School		School Ph	one			
Parent/Guardian's Name 1		Cell/Work Ph	one			
Parent/Guardian's Name 2		Cell/Work Ph	one			
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Requesters must enter the information on the highlighted fields. Not completing the mandatory information will cause delays on the process.

Usage and Description

1. Time Requirement for a Request

- i) 10 business days to ensure a service
- ii) 1 full day to cancel without a payment

2. <u>Request Status</u>

Request Status	Description				
Denied-Inappropriate Request	No service				
Interpreter Contacted	Being serviced				
Interpreter Failed to Show	Failed service				
Interpreter Not Available	No service				
Language Not Available	No service				
Meeting Canceled	Canceled by requester				
Request Completed	Service performed				
Request Opened	Yet to be serviced by LASU (modification allowed)				
Service Scheduled	Scheduled an Interpreter to go out				
* " <mark>LR15-00349</mark> "	* Finalized (no more follow-up action)				

3. Purpose of Meeting

There are different purpose of meetings based on your needs. Please select one from the drop-down menu on LARIS.

4. <u>Tips</u>

- Requests must be submitted as soon as the meetings/events are scheduled.
- If the language you are looking for doesn't show on the drop-down menu, it means that we don't have any interpreters for that language. Please use Language Line instead.
- You will receive a confirmation email from one of our Language Service Assistants (LSAs) with the interpreter information. Please save that information so you can contact the interpreter directly in case of a late cancellation.
- Please make sure to complete all the steps for rescheduling or canceling a meeting if you do not send the automated email, we do not get notified of the change(s).
- **REMINDER:** one request is required per student, regardless if they are related or living in the same household.