



Entity Profile System 2023



Presenters

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Purpose and Objectives

1. Understand EPS and how its information is used
2. Demonstrate how to update information in EPS by category and type of change



Agenda

- ✓ Introduction to EPS
- ✓ Entity Categories
- ✓ Updating/Verifying Info
- ✓ Accessing EPS through IWAS
- ✓ Resources/Contacts
- ✓ Next Steps



What is EPS?

- Entity Profile System
- National School Lunch Program (NSLP)
- Contact Information
- Grades Served
- Entity Attributes
- Other Info



How is the Data Used?

- Funding
- Reporting
- Other ISBE Systems
- Directory of Educational Entities



How to Update EPS

Process differs by:

- A. Category
- B. Change Type



Category Types

Category	Description	Process (A or B)
A	Regional Programs	B
B	Charter School Campuses	A
C	Nonpublic Special Education Operating Agencies	A
D	Nonpublic Special Education Programs	A
E	Early Childhood Attendance Sites	A
0	Intermediate Service Centers	A
1	Regional Offices of Education	B
2	Public Districts	B
3	Nonpublic Districts/Schools	B
4	Public Schools	B
5	Misc. Payees	A
6	Special Education Districts/Cooperatives	A
7	Special Education Schools	A
8	Other State-Funded Entities & Hybrid High School Districts	A
9	CTE Area Career Centers/Education for Employment (EFE)	A



Change Type

- Categories A, 1, 2, 3, 4
- Major Changes = Process A
- Minor Changes = Process B



Major vs. Minor

Major Updates

- Grade level updates that change entity type*
- New school
- School closures

Minor Updates

- Contact person
- Phone #
- Address
- Email
- Grade level updates that do **not** change entity type*

* i.e. from middle school to high school, elementary to middle school, etc.



Process A - Letterhead

- Categories B, C, D, E, 0, 5, 6, 7, 8, 9
- Major Updates for Categories A, 1, 2, 3, 4
- Send letter on letterhead to ISBE
- Required info noted in [EPS Guidelines](#) document on [EPS Website](#)
- Email to EPSChange@isbe.net

Or Mail to:

Illinois State Board of Education

Attention: Technology Support and Infrastructure S-395

100 North First Street

Springfield, IL 62777



Process B – IWAS

- Categories A, 1, 2, 3, 4
- Major Changes = Process A
- Minor Changes = Process B

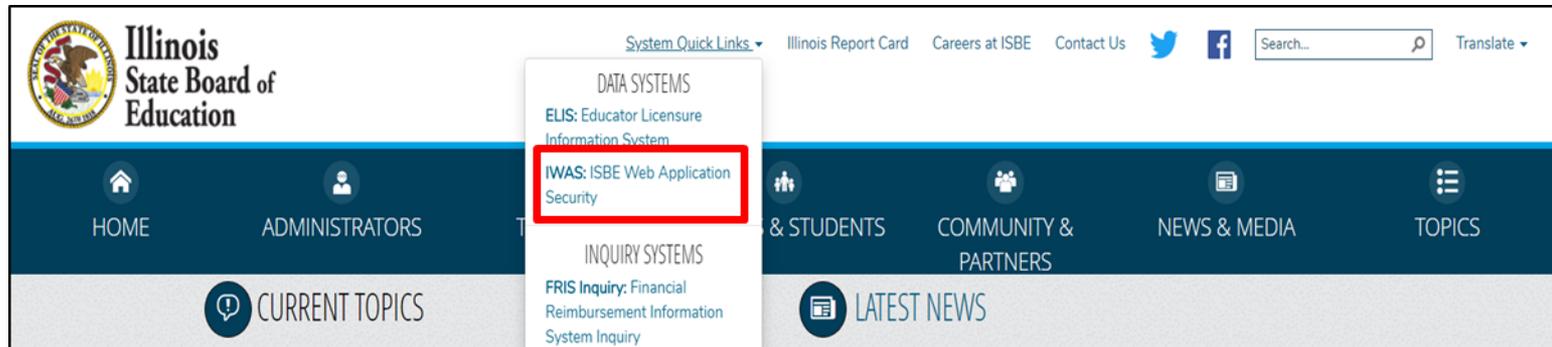


Updating Contact Info in ISBE's Entity Profile System (EPS)



How to Login to IWAS

- Access EPS through ISBE's Web Application Security System (IWAS)
- Link to IWAS from ISBE's Homepage: <https://www.isbe.net/>





How to Login to IWAS

- Enter Login information or select the Sign Up Now link

Illinois State Board of Education
Darren Reisberg, *Chairman* Dr. Carmen I. Ayala, *State Superintendent of Education*

Already have an account? Login Here :

Login Name
Password

Remember Login Name

LOG IN

Forgot Your Password?
If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

[Sign Up Now](#)

Need Help?
If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

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[IWAS User Guide](#) 
[IWAS Training Video](#)



How to Login to IWAS



The screenshot shows the IWAS administrator dashboard. At the top, the Illinois State Board of Education logo and name are displayed, along with the names of the Chairman (Darren Reisberg) and State Superintendent of Education (Dr. Carmen I. Ayala). Below this is a decorative banner with the text 'I W A S' repeated. The main heading is 'ISBE Administrator'. A welcome message reads: 'Hello Evan, you last logged in 4/24/2019 9:34:24 AM.' The dashboard is divided into two columns. The left column contains a navigation menu with items: Home, System Listing (highlighted in yellow), Pending Sign Ups, Pending Documents, Change Password, Search, Help, Log Out, and IWAS Training Video. The right column displays 'Messages : 0 unread Inbox message(s)' and '0 unread Archived message(s)'. Below the messages is a 'Require Action :' section with three links: '0 Sign-ups pending your approval', '0 Documents pending your approval', and '0 Feedback messages pending review'. A note states: 'If this is NOT correct, [click here](#) to update.' A dark blue header for the 'News Items' section is followed by the title 'Changes in IWAS Administrative Accounts' and the text: 'Many organizations that do electronic business with ISBE have new administrators that officially take effect on July 1...' with a 'More...' link at the bottom right.



How to Login to IWAS

Illinois State Board of Education
Darren Reisberg, Chairman Dr. Carmen I. Ayala, State Superintendent of Education

I W A S
I W A S
I W A S
I W A S
I W A S
I W A S
I W A S
I W A S

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
Reporting	
Data Quality Dashboard	Authorized
Employment Information System (EIS)	Authorized
Monthly	
Student Information System - Statewide	Authorized
ISBE Internal	
Web	
Entity Profile System (Internal)	Authorized

Legend: : System Description - Detailed : Due Dates : Profile

[Want to Signup for Other Systems?](#)

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- Home
- System Listing
- Pending Sign Ups
- Pending Documents
- Change Password
- Search
- Help
- Log Out
- [IWAS Training Video](#)



How to Update & Add Information in EPS Welcome Screen

Welcome to the Entity Profile System (EPS)

The **Entity Profile System** has the following features for **all EPS Profiles** :

- Requires an "Effective Date" for all EPS profile changes. This allows for the post dating of changes for the next school year (e.g. July 1st).
- The requirement of an "Effective Date" also allows for multiple pending changes to be requested for an EPS profile in one sitting.

The **Entity Profile System** has the following features for **ROEs** and **Public Districts** :

- Allows authorized ROE personnel to electronically update ROE profile information and view all Districts and Schools in their ROE.
- Allows authorized Public School District personnel to electronically update profile information for their District or Schools.
- Sends automatic emails to all relevant ROE and District EPS users when an Entity Profile is updated.
- Includes a report showing all district and school information for ROE staff.
- Includes a report showing all school information for Public District Staff.

The **Entity Profile System** has the following features for **Non-Public Schools** :

- Allows authorized Non-Public School personnel to electronically update EPS profile information.

For all current procedures please consult the document at the following link:

[CDS Codes: Guidelines and Procedures for Changes](#)

Continue

➤ <https://www.isbe.net/Documents/eps-guidelines.pdf>



Home Screen

[Home](#) [History](#) [Reports](#)

RCDTS	Entity Name	Contact Name	Status	Effective Date
New Change	01-010-0101-01-0000	Sample District 100	Sample Superintendent	

Schools

Search:

RCDTS	Category	Entity Name	Contact Name	Status	Effective Date
New Change	4	Sample School 1	Sample Principal 1		
New Change	4	Sample School 2	Sample Principal 2		
New Change	4	Sample School 3	Sample Principal 3		
New Change	4	Sample School 4	Sample Principal 4		
New Change	4	Sample School 5	Sample Principal 5		
Edit Change	4	Sample School 6	Sample Principal 6	Pending	04/23/2019

Showing 1 to 6 of 6 entries



No Changes Checkbox

Sample School District (01-010-0101-01-0000)

Request a Change

Effective Date

No Changes

Notes

EPS
NSLP

Entity Profile System (EPS)

Addresses +

Mailing ✎

Sample Address

Phone Numbers +

Business ✎

(000) 000-0000

Contacts +

EPS Information

Website Url

Block Schedule?

Magnet School?

Grades Served

P	K	1	2	3	4	5	6	7	8	9	10	11	12	U	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>													

Entity Attributes

NCES ID (LEA)

EFE

To request a change to Entity Attributes, please email us at: help@isbe.net

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How to Update or Add in EPS

EPS NSLP

Entity Profile System (EPS)

Addresses 

Mailing 
Sample Address

Phone Numbers 

Business 
(000) 000-0000

Contacts 

Principal 
Sample Principal
 Address  Phone



Update\Edit Contact

Edit Contact ✕

Existing Contact

Principal

Salutation	First Name	Middle Name	Last Name
Mr. ▼	Sample		Principal
Contact Type	Title	Email	
Principal ▼	Principal	sampleprincipal@sample.edu	

 Save Close



Contact Type Menu

- Be sure to select the appropriate Contact Type by using the drop down menu shown here
- There are many options available so be certain to take a look!

The screenshot shows a web form titled "Existing Contact" for a "Principal". The form includes fields for "Salutation" (set to "Mr."), "First Name" (set to "Sample"), and "Title" (set to "Principal"). A "Contact Type" dropdown menu is open, displaying a list of roles. The "Regional Superintendent" option is highlighted in blue. The list of options includes: Principal, Regional Superintendent, District Superintendent, Principal, Director, Administrator, Sponsor Contact, Sponsor Claim Contact, Site Contact, Executive Director, Chairperson, Seamless Contact, Contractor Contact, Authorized Representative, CEO, Secondary Site Contact, ACCESS Coordinator, DLM-AA Coordinator, ISA Coordinator, KIDS Coordinator, and NAEP Coordinator.



Create New Address

Create New Address ✕

Address Type
Delivery ▼

Additional Name

Street Address **City**

State Illinois ▼ **Zip**



National School Lunch Program (NSLP)

EPS NSLP

National School Lunch Program (NSLP)

Addresses [+](#)

Delivery [✎](#)

[✕](#)

Phone Numbers [+](#)

Business [✎](#)

[✕](#)

Fax [✎](#)

[✕](#)

Contacts [+](#)

Site Contact [✎](#)

Business [✎](#)

[✕](#)

Fax [✎](#)

[✕](#)

[+ Address](#) [+ Phone](#)



Final Step – Save Request!

Sample School District (01-010-0101-01-0000)

Request a Change

Effective Date Cancel **Save Request**

No Changes

Notes

EPS Information

Website Url ✎

Block Schedule?

Magnet School?

Grades Served

P K 1 2 3 4 5 6 7 8 9 10 11 12 U

EPS **NSLP**

Entity Profile System (EPS)

Addresses +

Mailing ✎

Phone Numbers +

Business ✎

Contacts +

Entity Attributes

NCES ID (LEA) 0000000

EFE 000

To request a change to Entity Attributes, please email us at: help@isbe.net



ISBE Process- What Happens Next?

- ISBE receives the requested changes from EPS
- ISBE staff processes requests when they are received
 - Processing may take several days
- Newly added superintendents will receive an email within a few days containing instructions to setup their IWAS Administrator account



EPS - History of Changes

Home **History** Reports

View History of Changes

Begin Date End Date

Search:

RCDS	Name	Date Processed	Contact	Address	Phone	Website	Grades Served
No data available in table							

Showing 0 to 0 of 0 entries



EPS – District Report

- Click on 'Reports' in the top right corner to view your district report
- This report will show the information for your District and all schools within your District



ISBE Contact Information

Data Strategies & Analytics

- General Questions
 - Contact Datahelp: datahelp@isbe.net
- For letters to request school openings/closures:
 - Contact EPSChange: epschange@isbe.net

Help Desk for IWAS technical issues

- (217) 558 – 3600

[EPS Guidance Document](#)



Questions

