



Entity Profile System 2024



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 - Headset connected to a computer
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 - Make sure you have a microphone plugged in or the computer you are using has a microphone before raising your hand.
 - Make sure all audio settings in the computer are not muted and speakers are turned down before talking.
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 - Please raise your hand to ask a question.
 - All text messages are logged.
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Presenters

- Sarah Bloethe, *Data Strategies and Analytics*
- Keith Goeckner, *Data Strategies and Analytics*
- Ann Plogger, *Technology Support and Infrastructure*
- Matthew Jacobs, *Data Strategies and Analytics*
- Logan Woods, *Data Strategies and Analytics*
- Brenda Umek, *Data Strategies and Analytics*



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.
3. Review key deadlines.
4. Changes for SY 2023-24.



Agenda

1. Introduction to EPS
2. Entity Categories
3. Updating/Verifying Info
4. Accessing EPS through IWAS
5. Resources/Contacts
6. Upcoming Changes



What is EPS?

- Entity Profile System
 - Contact Information
 - Grades Served
 - Entity Attributes
 - Other Info



How is the Data Used?

- Funding
- Reporting
- Other ISBE Systems
- National School Lunch Program (NSLP)
- Directory of Educational Entities



How to Update EPS

Process differs by:

- A. Organization 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	B
9	CTE Area Career Centers/Education for Employment	A



Category Types

Process A

Category	Description
B	Charter School Campuses
C	Nonpublic Special Education Operating Agencies
D	Nonpublic Special Education Programs
E	Early Childhood Attendance Sites
0	Intermediate Service Centers
5	Miscellaneous Payees
6	Special Education Districts/Cooperatives
7	Special Education Schools
8	Other State Funded Entities & Hybrid High School Districts
9	CTE Area Career Centers/Education for Employment



Category Types

Process B

Category	Description
A	Regional Programs
1	Regional Offices of Education
2	Public Districts
3	Nonpublic Districts/Schools
4	Public Schools
8	Other State-Funded Entities & Hybrid High School Districts



Major vs. Minor

Major Updates

Process A

- Grade-level updates that change entity type*
- New school
- School closures
- Change for superintendent or principal who do NOT have IWAS access

Minor Updates

Process B

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

* For example, from middle school to high school, elementary to middle school, etc.



Process A - Letterhead

- Categories B, C, D, E, 0, 5, 6, 7, 9
- Major changes for Categories A, 1, 2, 3, 4, 8



Process A - Letterhead

- Send letter on official organization letterhead to epschange@isbe.net with:
 - Organization's RCDTS Code
 - Organization's FEIN (found on W-9)
 - *Previous Administrator's Name
 - *Current Administrator's Name
 - *Current Administrator's Email/Phone
- Required info noted in [EPS Guidelines](#) document on [EPS webpage](#)
- Email to EPSChange@isbe.net
- Pdf format preferred

*This information is needed only if changing administrators.



Process B – IWAS

- Minor changes for Categories A, 1, 2, 3, 4, 8

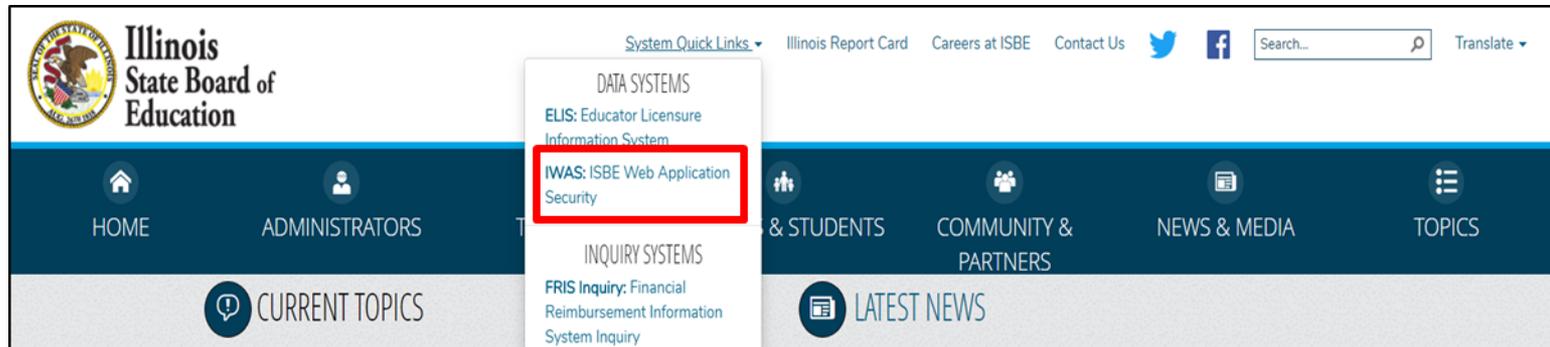


Updating Contact Information in ISBE's Entity Profile System



How to Log In to IWAS

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





How to Log In to IWAS

- Enter log in 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.

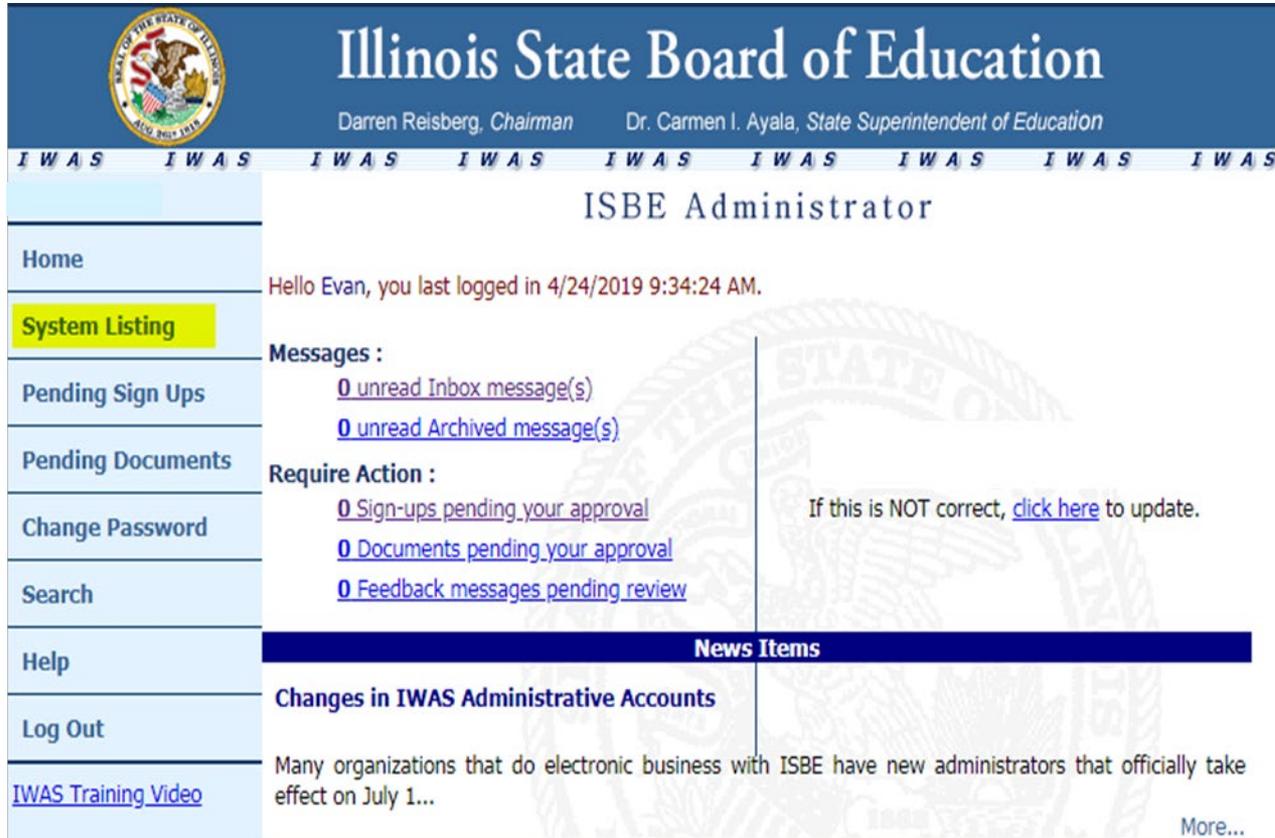
[Help](#)

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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How to Log In 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 and State Superintendent of Education. Below this is a decorative banner with the acronym 'IWAS' repeated. The main content area is titled 'ISBE Administrator' and includes a personalized greeting: 'Hello Evan, you last logged in 4/24/2019 9:34:24 AM.' A navigation sidebar on the left contains links for Home, System Listing (highlighted in yellow), Pending Sign Ups, Pending Documents, Change Password, Search, Help, Log Out, and IWAS Training Video. The main content area displays 'Messages' with 0 unread inbox and archived messages, and 'Require Action' with 0 sign-ups, documents, and feedback messages pending approval or review. A 'News Items' section is also visible, with a title 'Changes in IWAS Administrative Accounts' and a snippet of text: 'Many organizations that do electronic business with ISBE have new administrators that officially take effect on July 1...'. A 'More...' link is located at the bottom right of the news item.



How to Log In to IWAS

Illinois State Board of Education

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

I W A S
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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	
<ul style="list-style-type: none"> Data Quality Dashboard Authorized Employment Information System (EIS) Authorized 	
Monthly	
<ul style="list-style-type: none"> Student Information System - Statewide Authorized 	
ISBE Internal	
<ul style="list-style-type: none"> <li style="background-color: yellow;">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 and 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

- [More info at https://www.isbe.net/Documents/eps-guidelines.pdf](https://www.isbe.net/Documents/eps-guidelines.pdf)



District 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: 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	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>													

Entity Attributes

NCES ID (LEA): 0000000
EFE: 000
To request a change to Entity Attributes, please email us at: help@isbe.net

Entity Profile System (EPS)

Addresses +

Mailing

Phone Numbers +

Business

Contacts +



Editing EPS Information

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	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>													

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



Editing EPS Information

EPS Information

Website Url www.sampledistrict.edu 

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"/>												



Editing EPS Information

EPS NSLP

Entity Profile System (EPS)

Addresses

Mailing

Phone Numbers

Business

Contacts



How to Update or Add in EPS

The screenshot displays the Entity Profile System (EPS) interface. At the top, there are two tabs: "EPS" and "NSLP". Below the tabs, the title "Entity Profile System (EPS)" is shown. The interface is divided into three main sections: "Addresses", "Phone Numbers", and "Contacts". Each section has a red square icon with a white plus sign next to its title, indicating an "Add" function. The "Addresses" section contains a "Mailing" card with a text input field containing "Sample Address" and a red square icon with a white pencil, indicating an "Edit" function. The "Phone Numbers" section contains a "Business" card with a text input field containing "(000) 000-0000" and a red square icon with a white pencil, indicating an "Edit" function. The "Contacts" section contains a "Principal" card with a text input field containing "Sample Principal" and a red square icon with a white pencil, indicating an "Edit" function. Below the "Principal" card, there are two blue plus signs followed by the text "Address" and "Phone", indicating additional options for adding information.



Update/Edit Contact

Edit Contact



Existing Contact

District Superintendent

Jane Smith

Superintendent

jsmith@sampledistrict.org

Salutation

First Name

Middle Name

Last Name

Contact Type

Title

Email

CDS Name



Contact Type Menu

- Be sure to select the appropriate Contact Type by using the dropdown 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, showing a list of roles. The "Regional Superintendent" option is highlighted in blue. The dropdown list 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

EPS NSLP

National School Lunch Program (NSLP)

Addresses [+](#)

Delivery [✎](#) [✕](#)

Sample Address

Phone Numbers [+](#)

Business [✎](#) [✕](#) **Fax** [✎](#) [✕](#)

(000) 000-0000 (000) 000-0000

Contacts [+](#)

Site Contact [✎](#)

Sample Contact

Business [✎](#) [✕](#)

(000) 000-0000

Fax [✎](#) [✕](#)

(000) 000-0000

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



Final Step – Save Request!

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

Request a Change

Effective Date

No Changes

Notes

EPS Information

Website Url www.sampledistrict.edu

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) 0000000
EFE 000
To request a change to Entity Attributes, please email us at: help@sbe.net

Entity Profile System (EPS)

Addresses +

Mailing

Phone Numbers +

Business

Contacts +



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 set up 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.



Upcoming Changes

- Grade Change Request Form



ISBE Contact Information

Data Strategies and 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

