

Entity Profile System

School Year 2024-25

Presenters

- Sarah Bloethe, *Data Strategies and Analytics*
- Kaitlin Atterbury, *Data Strategies and Analytics*
- Keith Goeckner, *Data Strategies and Analytics*
- Danielle Marinelli, *GATA Administration*

Agenda

- Introduction to EPS
- Entity Categories
- Important Info to Review
- RCDTS Codes
- Making Major vs. Minor Changes in EPS
- Updating/Verifying Info
- Recent & Upcoming Changes
- Resources/Contacts

What is EPS?

- Contains
 - Entity name & address
 - Administrator names and contact information
 - Grades served
 - Program information
 - And much, much more!

The Entity Profile System (EPS) serves as the directory for Illinois schools and districts.

Most IWAS systems are populated with information entered in EPS.

Category Types

#	EPS Category
A	Regional Programs
B	Charter School Campuses
C	Nonpublic Special Education Operating Agencies
D	Nonpublic Special Education Programs
E	Early Childhood Attendance Sites
G	Professional Development Organizations
1	Regional Offices of Education
2	Public Districts
3	Nonpublic Districts/Schools
4	Public Schools
5	Miscellaneous Payees
6	Special Education Districts/Cooperatives
7	Spec Education Schools
8	Other State-Funded Entities and Hybrid High School Districts
9	CTE Area Career Centers/ Education for Employment

Important Info to Review

Contact Information

- Key Personnel
 - For example, principals, Title IX coordinators, etc.
- Addresses
- Phone/Fax Numbers
- Etc.

Grades Served

- Per [EPS Guidelines](#), grades served are:
 - For the general student population in your organization's area.
 - For a full, complete, and standard grade.
- If the grades served in EPS are different than the ones you are currently serving, email epschange@isbe.net to initiate grade change process.

Annual GATA Information Review

- Entities must annually update contact information in third-party systems used by ISBE.
- SAM.gov and the GATA portal are third-party systems that integrate with ISBE as part of the grant-making process utilizing the Unique Entity ID (UEI).

GATA Portal Access

- ISBE recommends **two** individuals on all accounts
- School district office, a chief signing official, or other authorized individual should verify the following in the [GATA Grantee Portal](#):
 1. Portal access:
 - New administrators/users must create an [Illinois.gov](#) account
 - Approval can only be granted by the grantee or GATU
 - ISBE can only remove portal access
 2. Up-to-date contact information, including names, email addresses, and telephone numbers
 3. The organization's UEI is consistent in the GATA Grantee Portal, SAM.gov, and EPS
 - **UEI should never change**

GATA Portal Access

1. Go to [GATA Grantee Portal](#).
2. Click “Create Account” to create an [Illinois.gov](#) account.
 - Follow the prompts to create and activate the user profile.



- UEI and GATA ID are needed to access the portal.
- Current administrator or GATU must grant access.
 - Email is sent to profile administrator.

GATA Grantee Portal

- Once logged into the portal, click the “Edit” button to view the UEI.
- Review the UEI and click “Cancel” to exit page.
 - UEI should never change.

Organization: **Illinois State Board of Education**

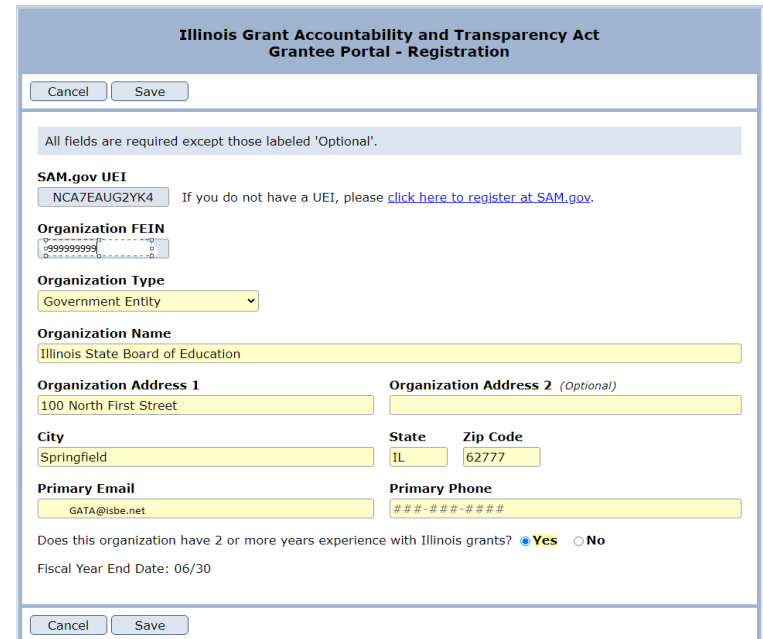


GATA ID: **671341**

State cognizant agency: **Human Services (444)**

Contact for assistance: DHS.GrantApp@illinois.gov

You are signed in as: GATAISBETEST

A screenshot of a web form titled "Illinois Grant Accountability and Transparency Act Grantee Portal - Registration". The form has a header bar with the title and two buttons: "Cancel" and "Save". Below the header, a message states "All fields are required except those labeled 'Optional'". The form contains several sections: "SAM.gov UEI" with a text field containing "NCA7EAUG2YK4" and a link to register at SAM.gov; "Organization FEIN" with a text field containing "999999999"; "Organization Type" with a dropdown menu set to "Government Entity"; "Organization Name" with a text field containing "Illinois State Board of Education"; "Organization Address 1" with a text field containing "100 North First Street"; "Organization Address 2 (Optional)" with an empty text field; "City" with a text field containing "Springfield"; "State" with a dropdown menu set to "IL"; "Zip Code" with a text field containing "62777"; "Primary Email" with a text field containing "GATA@isbe.net"; and "Primary Phone" with a text field containing "###-###-####". At the bottom, there is a question "Does this organization have 2 or more years experience with Illinois grants?" with radio buttons for "Yes" (selected) and "No", and a "Fiscal Year End Date: 06/30". The form also has "Cancel" and "Save" buttons at the bottom.

GATA Portal Contact Update Instructions

- Allow entity to manage the organization's contact and portal access lists.
 - Scroll down to the bottom of the main GATA page.
 - Lists should be updated regularly to ensure notifications are sent to correct contacts.

Grantee Portal Access **Manage**

User Name	Name	Last Name	Last Access	Access Type
[REDACTED]	[REDACTED]	[REDACTED]	02-14-2023	Full
[REDACTED]	[REDACTED]	[REDACTED]	02-15-2023	Full

To manage alerts and notifications, click the "Manage" button then the "Select" button next to the user.

Organization Contacts **Manage**

Name	Title	Email	Roles	Responsibilities
[REDACTED]	CEO	[REDACTED]	CFO	Indirect cost rate

CLICK ON "MANAGE" BUTTON TO SETUP ORGANIZATION CONTACTS. MAKE SURE THESE ARE CURRENT.

SAM.gov

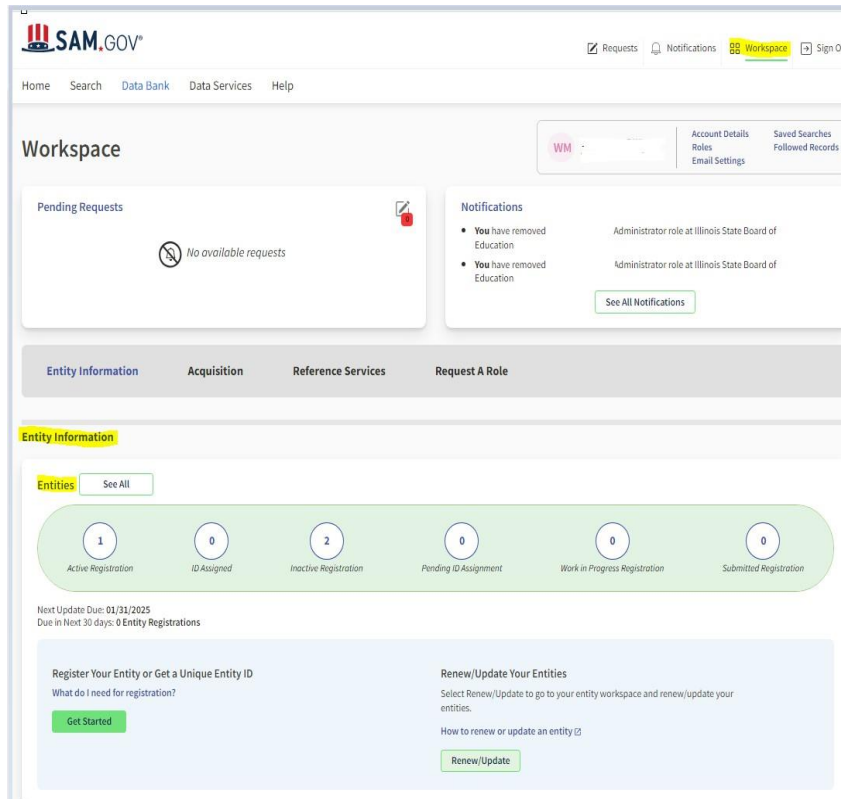
- System for Award Management (SAM.gov).
- LEAs, ROEs, ISCs, EFEs, charters, co-ops, and other educational entities already have a Unique Entity Identifier (UEI) issued by SAM.
 - Do NOT create a new UEI.
- SAM accounts are valid for 12 months.
 - Begin the renewal process at least 10 weeks prior to expiration, as it can take weeks or months to fully activate.
 - Expired, invalid, or private-view SAM accounts will stop the ISBE grant.
 - Per [Administrative Code 44 - 7000.70](#), SAM profiles **MUST** be set to public view.
- Ensure the SAM administrator and alternate(s) are current.
 - Assign new or secondary role with SAM.gov [Role Management Guide](#).
 - Follow [instructions](#) to submit [SAM New Administration Letter](#).
- Help Desk number at SAM.gov is 1-866-606-8220.
- SAM.gov is a free service.

SAM.gov Log In

- Type SAM.gov in the web browser.
- Click “Sign in.”

The image shows two screenshots side-by-side. The left screenshot is the SAM.gov homepage. At the top, it says "An official website of the United States government" and "Here's how you know". Below this is a navigation bar with "Home", "Search", "Data Bank", "Data Services", and "Help". The main content area features the SAM.gov logo and a banner that says "Official U.S. Government Website 100% Free". There are two main sections: "The Official U.S. Government System for:" which lists "Contract Opportunities", "Contract Data", "Wage Determinations", "Federal Hierarchy", "Assistance Listings", "Entity Information", and "Entity Reporting"; and "Register Your Entity or Get a Unique Entity ID" which includes buttons for "Get Started", "Renew Entity", and "Check Entity Status". At the bottom, there is a search bar with the text "Already know what you want to find?" and a dropdown menu showing "Select Domain..." and "e.g. 1606N020Q02". The right screenshot is the Login.gov sign-in interface. It features the "LOGIN.GOV" and "SAM.GOV" logos. Below the logos, it says "sam.gov is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" and "Create an account". Below these, it says "Sign in for existing users" and provides instructions on how to use the service. There are input fields for "Email address" and "Password", and a checkbox for "Show password". At the bottom, there is a "Sign in" button and links for "Back to sam.gov", "Forgot your password?", "Security Practices and Privacy Act Statement", and "Privacy Act Statement". A red arrow points from the "Sign in" button on the SAM.gov homepage to the "Sign in" button on the Login.gov interface.

SAM.gov Workspace



Under Entity Information, click the numbered circle in the green bar to view your profile.

- In the upper right, click the three dots for dropdown actions.

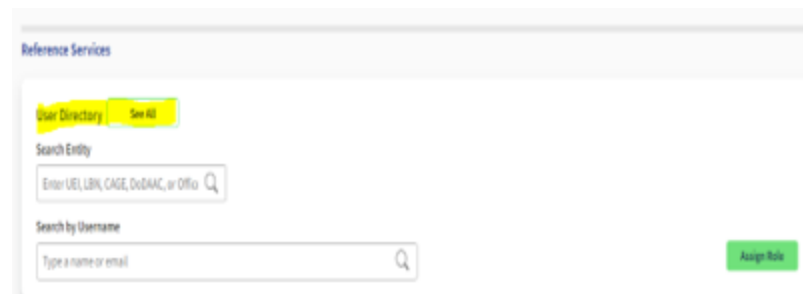


- Click the back arrow



SAM User Directory

- To access the User Directory:
 - Log in to [SAM.gov](https://sam.gov)
 - Go to your **Workspace**
 - Locate the **User Directory** widget
 - Click **See All** to view users and roles on the account.
 - From this screen users can be sent a link to access SAM.
 - Delete users no longer with your organization.



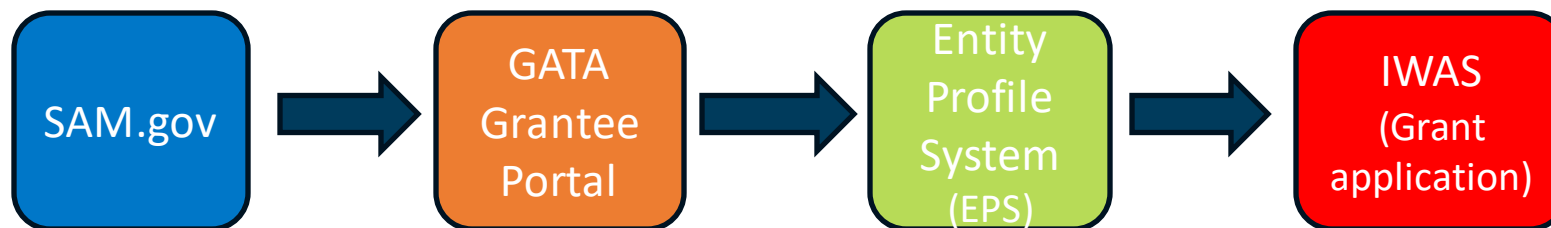
The screenshot shows the 'Reference Services' section of the SAM.gov User Directory. It features a 'User Directory' tab and a 'See All' button. Below these are two search fields: 'Search Entity' with a placeholder 'Enter UEL, LBN, CAGE, DoDAAC, or Office' and 'Search by Username' with a placeholder 'Type a name or email'. A green 'Assign Role' button is located on the right side of the interface.

SAM User Directory

- Losing access to SAM.gov
 - Delays processing of grant applications
 - Before this occurs, assign new or secondary role
 - See SAM.gov [Role Management Guide](#)
 - If access is lost, a SAM [New Administrator Letter](#) must be submitted according to these [instructions](#)

Information Usage

- SAM.gov/UEI information interfaces nightly with the GATA Grantee Portal
 - Private or not valid UEIs do not populate into the GATA portal.
- The GATA Grantee Portal interfaces nightly with EPS/IWAS
 - Populates grantee prequalification information into grant applications.
- Data imported into EPS should match information in eGMS
- Note: **Missing or inaccurate UEI can cause problems importing information between the GATA Grantee Portal and EPS/IWAS**



Unique Entity ID - Profile Screens by System

SAM.gov

Illinois State Board of Education Active Registration

Unique Entity ID: NCA7EAUG2YK4

Doing Business As: (blank)

Purpose of Registration: All Awards

Expiration Date: Jan 31, 2025

CAGE/NCAGE: 348T8

Physical Address: 100 N 1ST ST
SPRINGFIELD, IL 62777-0002
USA



GATA Grantee Portal

GRANTEE INFORMATION		Add a note
Names:	GATA: Illinois State Board of Education SAM: Illinois State Board of Education IOC: ILLINOIS STATE BOARD OF EDUC	
ID Numbers:	GATA: 671341 UEI: NCA7EAUG2YK4 FEIN: 999999999 SOS: N/A DUNS: 123123123	
Address:	100 North First Street, Springfield, IL 62777	
FY End Date:	06/30	
Organization Type:	Government	
Cognizant Agency:	444 - Department Of Human Services <input type="button" value="Request to be cognizant"/>	
State Agency Contacts:	Cog Change: DHS.GrantApp@illinois.gov Grantee Help: DHS.GrantApp@illinois.gov	



Entity Profile System (EPS)

Entity Attributes	
NCES ID (LEA)	0012345678900
DUNS	123123123
EFE	410
Geographic Area	West Central
NCES Locale	City, Midsize
UEI	NCA7EAU2G2YK4



Unique Entity ID - Profile Screens by system continued

IWAS – (Grant application prequalification Screen)

The application has been approved. No more updates will be saved for the application.

Overview	Activity Detail	Amendments	FEATA	Maintenance of Allow	Program Specific	Submit Page	FEA: (R&R) Needs	GATA Status	Page Lock Control
Status of State Award				Uniform Grant Agreement					
GATA Grant Information			ICQ Certificate		Program Risk Conditions		Prequalification Status		

Grantee Prequalification Status

Grantee Prequalification must be complete prior to submission of this grant.

GATA Grantee Prequalification is complete: ☒ Yes

SAH Registration Expiration Date: 01/31/2024

ICQ Status: ☒ Approved

PRA Status: ☒ Approved

Complete Grantee Prequalification Status includes the components above. This grant cannot be submitted to ISBE until the district/entity meets these requirements and the entity status above states Yes in the completion box.

Review any deficiency above. Resources to remediate registration deficiencies may be obtained at the ISBE GATA web page, under the Prequalification and Registration Status tab, or at the links provided below for the components.

If a checkbox and Save Page button do not appear at the bottom of this page, compare your entity's status above to the following:

- Grant Accountability and Transparency Act (GATA) Grantee Prequalification must be Yes: <https://isbe.state.il.us/gata/>
- System for Award Management (SAM) Registration date must be current: <https://www.sam.gov/>
- Internal Control Questionnaire (ICQ) Status must be Approved.
- Program Risk Assessment (PRA) and Organizational Risk Assessment (ORA) must be Approved.

If you have successfully registered but have not received an ICQ, please email your entity's region/country/district type code, entity name, your name, email address, and phone number to the address linked below: GATA@isbe.net

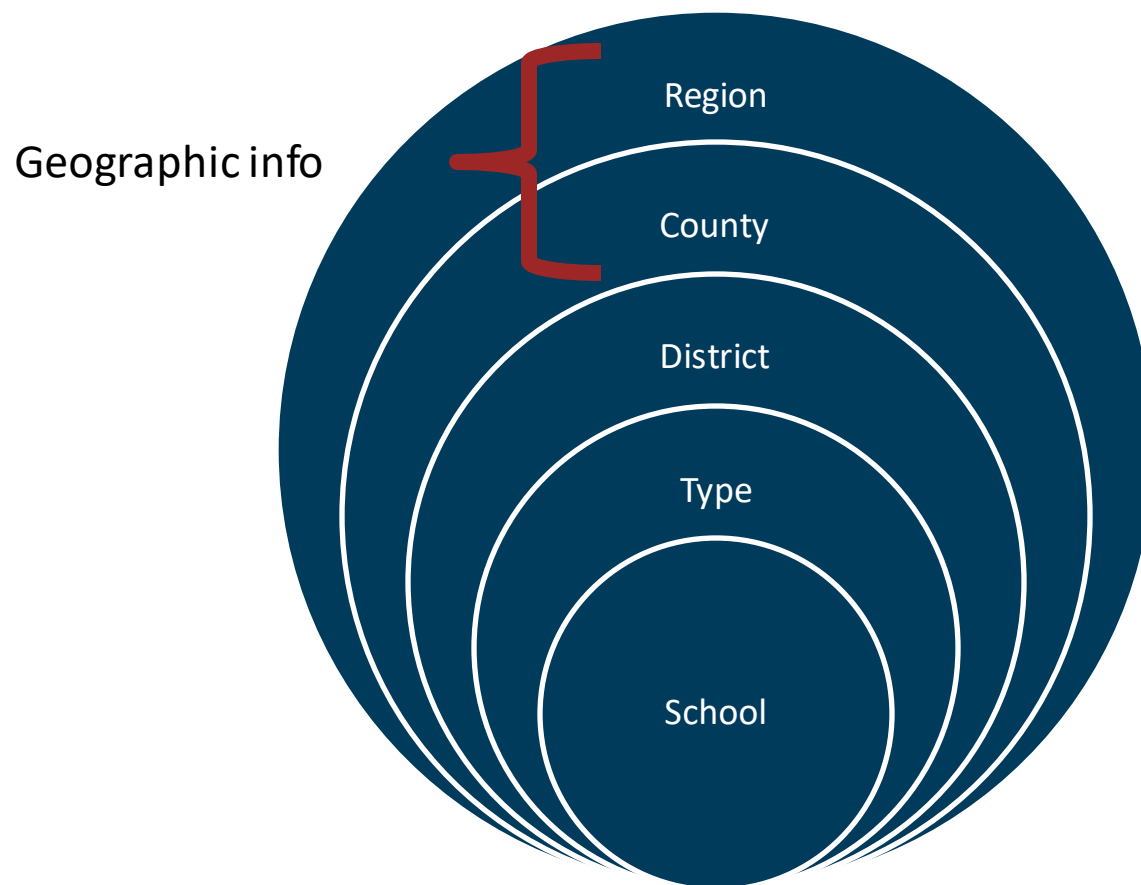
☒ The district/entity assumes that this page has been reviewed and the prequalification status is Yes. (Check the box and save the page.)¹⁴

¹⁴Required field

1/22/24 10:02

RCDTS Codes

RCDTS Codes



Example RCDTS Code

Public School	Region	County	District	Type	School
# of digits	2	3	4	2	4
Lake Park HS in Roselle	19	022	1080	16	0001
	DuPage Region	DuPage County	Lake Park CHSD 108	Community HS	High School

Total RCDTS code: 19-022-1080-16-0001

Example RCDTS Code

Public School	Region	County	District	Type	School
# of digits	2	3	4	2	4
Elmwood Elementary School	06	016	4010	26	2003
	Region 06 West Cook ISC 2	Cook County	Elmwood Park CUSD 401	Community Unit	Elementary School

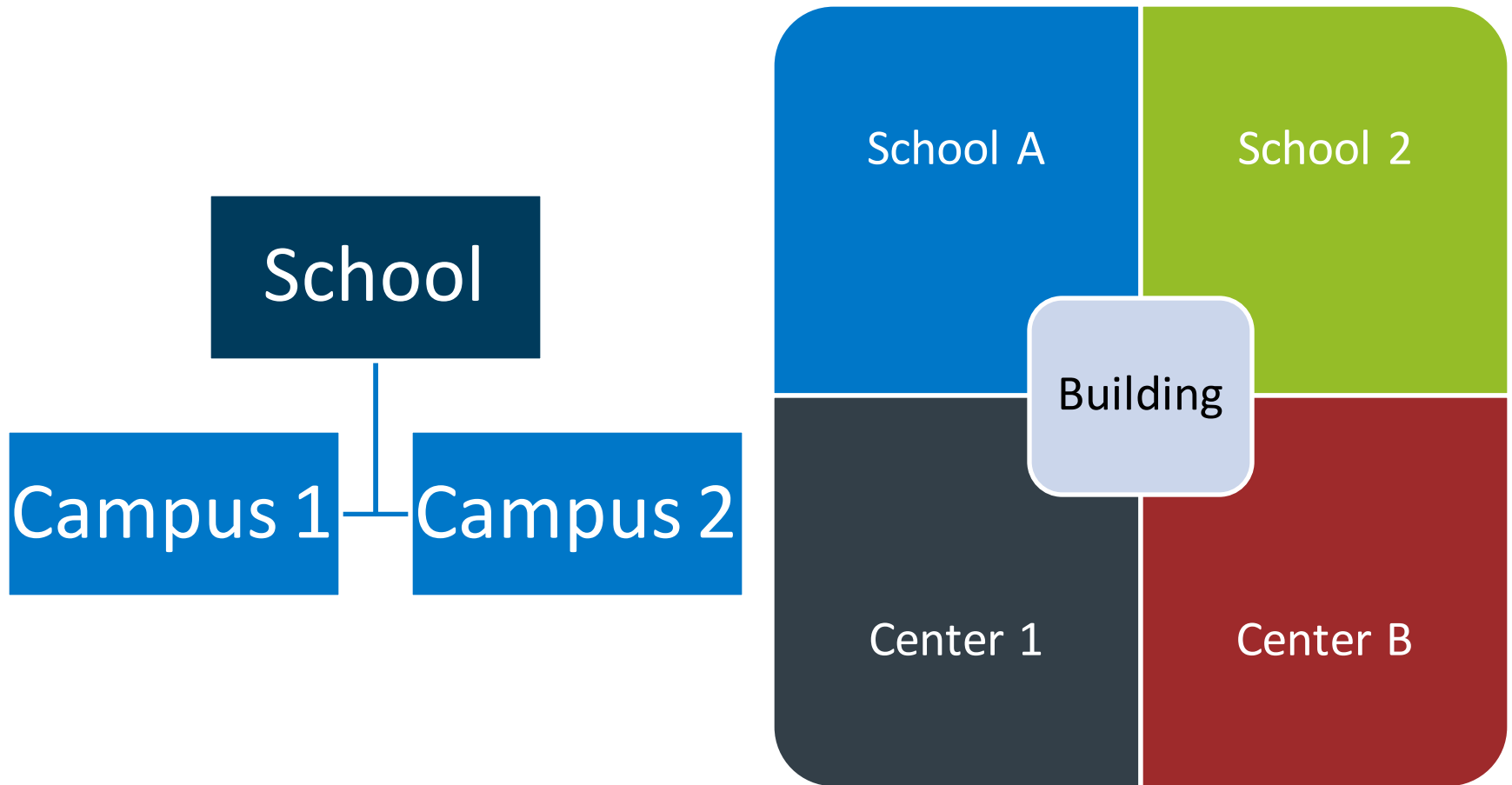
Total RCDTS code: 06-016-4010-26-2003

Example RCDTS Code

Public School	Region	County	District	Type	School
# of digits	2	3	4	2	4
East Peoria SD 86	53	090	0860	02	0000
	Mason/Tazewell /Woodford	Tazewell	East Peoria SD 86	Common -Other	School District

Total RCDTS code: 53-090-0860-02-0000

RCDTS Code vs. Building



Making Changes in EPS

Making Changes in EPS by Entity Category

Make changes in
IWAS

- Public school/District
- Private/Nonpublic School
- Regional Office of Education/Regional Program
- Other State-Funded & Hybrid HS Districts

Make changes
through letterhead
sent to
epschange@isbe.net

- Charter School Campus (Category B)
- Nonpublic Special Education Operating Agency
- Nonpublic Special Education Program
- Early Childhood Attendance Site
- Miscellaneous Payee
- Special Education District/Cooperative
- Special Education Schools
- CTE Area Career Center/Education for Employment
- Professional Development Organizations

Letterhead Required for:

- Entity name change:
 - Include current name, previous name, and effective date.
- When previous administrator unable to update administrator information:
 - Only applies to public districts.
- Closing or opening schools

Making Changes on 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
- PDF preferred.

* This information is needed only if changing administrators.

Updating Info in EPS via IWAS

- Access EPS by logging in to [IWAS](#).
- Click on “Sign Up Now” to create a new Admin account.

ILLINOIS STATE BOARD OF EDUCATION

ISBE Home ELIS Login Home Sign Up Now Get Password Contact Us Help

Need to access the Educator Licensure Information System (ELIS)? [Click here for ELIS.](#)

Already have an account? Login Here :

Login Name

Password

☐ Remember Login Name

[LOG IN](#)

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own login id and password by clicking on the following link. After you establish your login, 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](#)

[Forgot Your Password?](#)

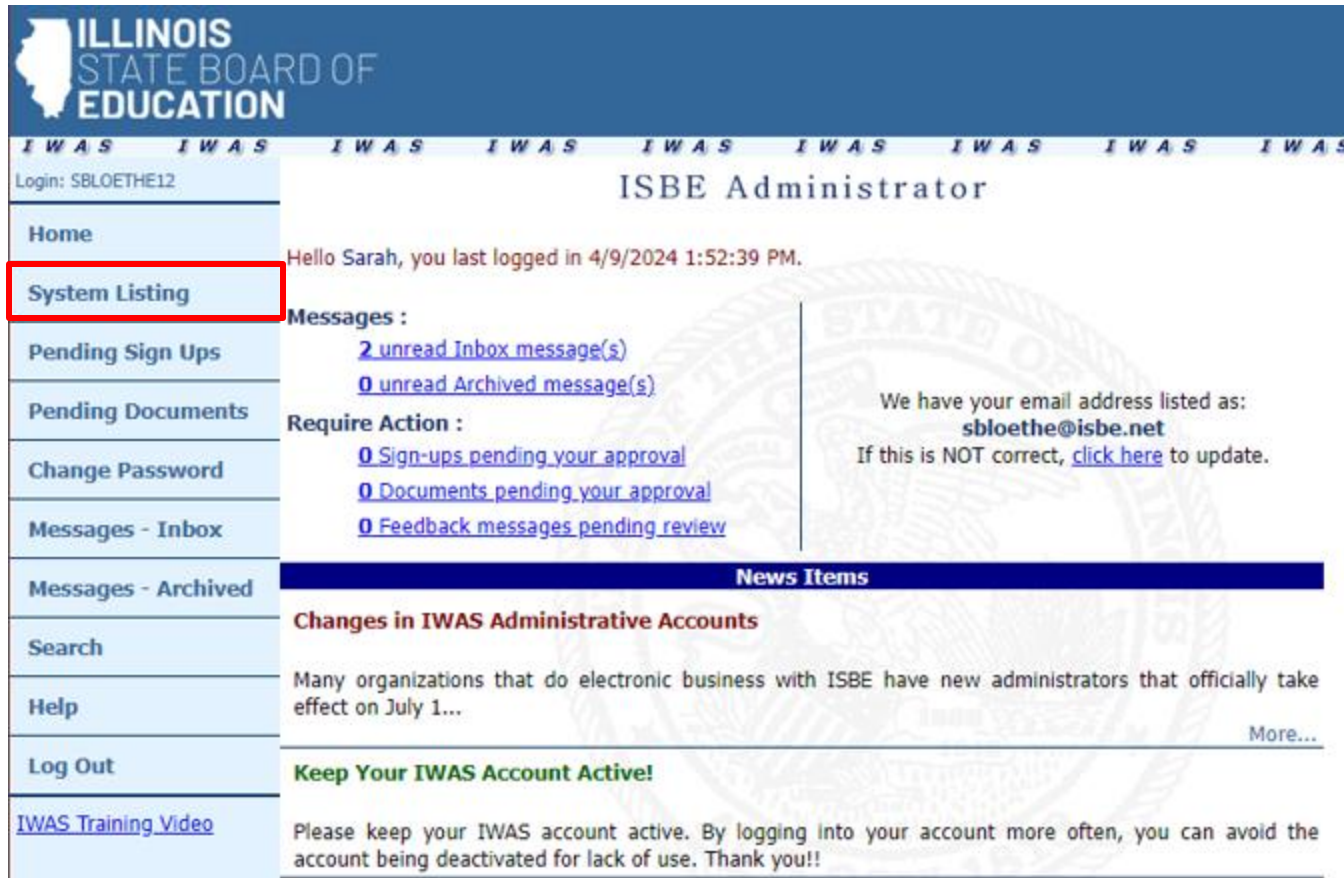
If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

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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Navigating to EPS in IWAS



ILLINOIS STATE BOARD 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

Login: SBLOETHE12

ISBE Administrator

Home

System Listing

Pending Sign Ups

Pending Documents

Change Password

Messages - Inbox

Messages - Archived

Search

Help

Log Out

[IWAS Training Video](#)

Hello Sarah, you last logged in 4/9/2024 1:52:39 PM.

Messages :

[2 unread Inbox message\(s\)](#)

[0 unread Archived message\(s\)](#)

Require Action :

[0 Sign-ups pending your approval](#)

[0 Documents pending your approval](#)

[0 Feedback messages pending review](#)

We have your email address listed as:
sbloethe@isbe.net
If this is NOT correct, [click here](#) to update.

News Items

Changes in IWAS Administrative Accounts

Many organizations that do electronic business with ISBE have new administrators that officially take effect on July 1... [More...](#)

Keep Your IWAS Account Active!

Please keep your IWAS account active. By logging into your account more often, you can avoid the account being deactivated for lack of use. Thank you!!

Navigating to EPS in IWAS

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IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN

Login: RCDT168

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
Surveys	
Health Life Safety Survey - QA	Authorized
Reporting	
American Recovery and Reinvestment Act (ARRA) Reporting	Authorized
District Spec Ed Profile	Authorized
Electronic Expenditure Reports - QA	Authorized
Entity Profile System	Authorized
Annual	
0-3 Prevention Initiative Outcomes Questionnaire	Authorized

Legend: ⓘ : System Description - Detailed 📅 : Due Dates 👤 : Profile

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

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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

Welcome Screen

User:

RCDTS:

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

RCDTS	Entity Name	Contact Name	Status	Effective Date
Review/Verify	01-010-0101-01-0000	Sample School District 101	Dr. Jane Superintendent	

Schools

Search:

RCDTS	Category	Entity Name	Contact Name	Status	Effective Date
Review/Verify	01-010-0101-01-0001	4	Sample High School	Dr. Alex Principal	
Review/Verify	01-010-0101-01-2001	4	Sample Elem School	Dr. Taylor Admin	

Showing 1 to 2 of 2 entries

[Previous](#)

[1](#)

[Next](#)

Editing EPS Information

Sample SD 101 (01-010-0101-0000)

EPS


NSLP

SFSP

CACC



Add New


Entity Profile System (EPS)

Addresses 

Mailing


123 School St.
Whoville, IL 65432



Phone Numbers 



Business


(217) 125-4563



Fax



(217) 125-4578



Contacts 

District Superintendent




Dr. Jane Superintendent



jsuper@samplesd.org



ISA Coordinator

Dr. Robert Smith



Director of Assessment

rsmith@samplesd.org

 Address  Phone

Entity Information

EntityId

Entity Name

Website Url

Acc. Plcmt. Policy

Open Date

1/1/1970

Entity Relationships

Last updated by sbloethe12 on 9/26/2023 9:13:53 AM

See Change History

EPS Information

RCDTS

Region

County

District

Type

School

0000

Category

2 - Public Districts

No Changes Checkbox

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

Request a Change

Effective Date
4/23/2019

No Changes ☐

Notes

Cancel **Save Request**

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

EPS **NSLP**

Entity Profile System (EPS)

Addresses **+**

Mailing

Sample Address

Phone Numbers **+**

Business

(000) 000-0000

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



- Click on the pencil icon to edit.
- Click on the + icon to add an additional contact, phone/fax number, address.


The screenshot displays the 'Entity Profile System (EPS)' interface. At the top, there are tabs for 'EPS' and 'NSLP'. Below the tabs, the title 'Entity Profile System (EPS)' is followed by the section 'Addresses' which has a red box around a blue plus icon. Under 'Addresses' is a 'Mailing' section with a text input field containing 'Sample Address' and a red box around a pencil icon. Below 'Mailing' is the 'Phone Numbers' section with a red box around a blue plus icon. Under 'Phone Numbers' is a 'Business' section with a text input field containing '(000) 000-0000' and a red box around a pencil icon. Below 'Business' is the 'Contacts' section with a red box around a blue plus icon. Under 'Contacts' is a 'Principal' section with a text input field containing 'Sample Principal' and a red box around a pencil icon. At the bottom of the 'Principal' section, there are two blue plus icons labeled '+ Address' and '+ Phone'.

Editing Contact



- Click on pencil icon of contact.






Contacts

District Superintendent
Dr. Jane Superintendent
Superintendent
jsuperintendent@samplesd.org
 Address  Phone



Homeless Liaison
Dr. Jane Superintendent
Superintendent
jsuperintendent@samplesd.org

Business
(217) 543-2511
 Address  Phone

Editing Contact Info

- Fill out:
 - Salutation
 - First Name
 - Last Name
 - Email Address
 - Contact Type

Edit Contact

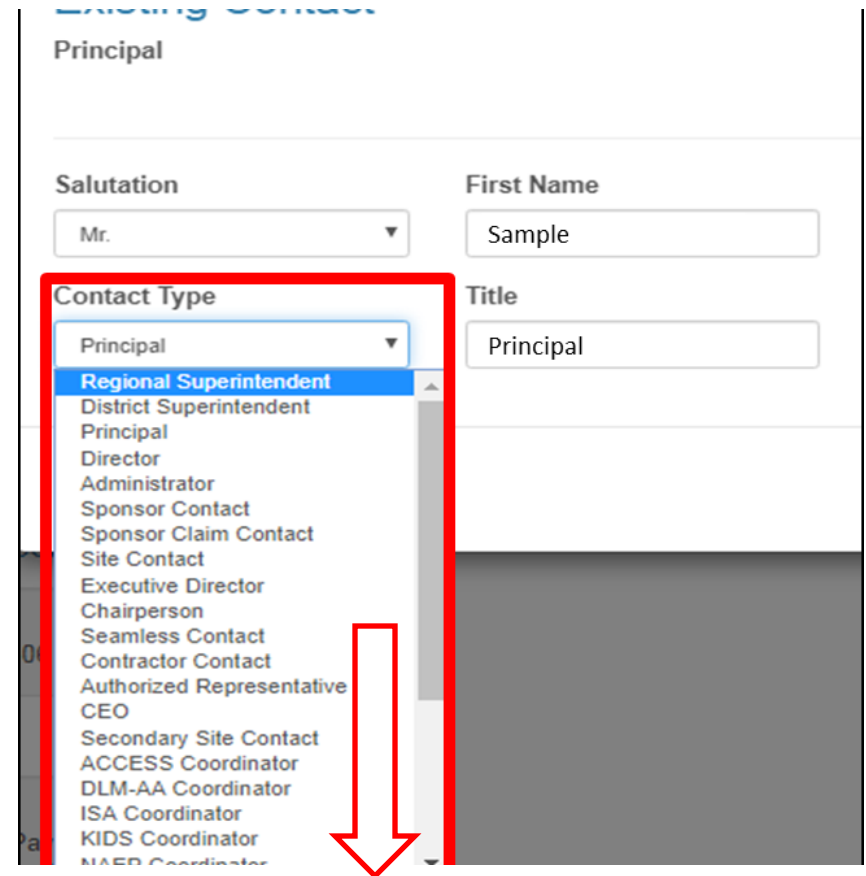
Existing Contact

District Superintendent
Jane Smith
Superintendent
jsmith@sampledistrict.org

Salutation	First Name	Middle Name	Last Name
<input type="text" value=""/>	<input type="text" value="Jane"/>	<input type="text" value=""/>	<input type="text" value="Smith"/>
Contact Type	Title	Email	
<input type="text" value="District Superintendent"/>	<input type="text" value="Superintendent"/>	<input type="text" value="jsmith@sampledistrict.org"/>	

Editing Contact Type

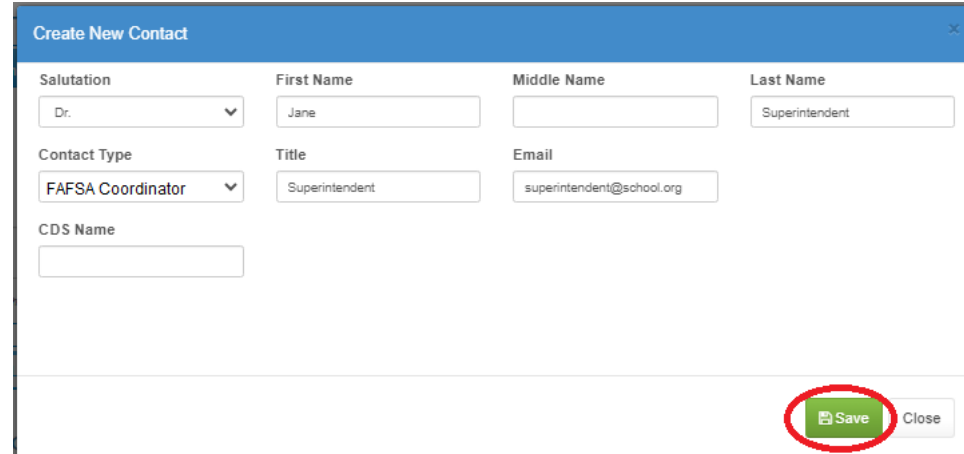
- Select the appropriate Contact Type using the dropdown menu.
- Can only have one of each Contact Type.
- Scroll down to see all options!



The screenshot shows a web form titled "Editing Contact". At the top, the contact type is set to "Principal". Below this, there are fields for "Salutation" (set to "Mr."), "First Name" (set to "Sample"), and "Title" (set to "Principal"). The "Contact Type" dropdown menu is open, showing a list of roles. A red rectangular box highlights the dropdown menu, and a red arrow points downwards from the bottom of the box, indicating that the list can be scrolled to view more options. The list of roles includes: Principal (selected), 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.

Save Contact

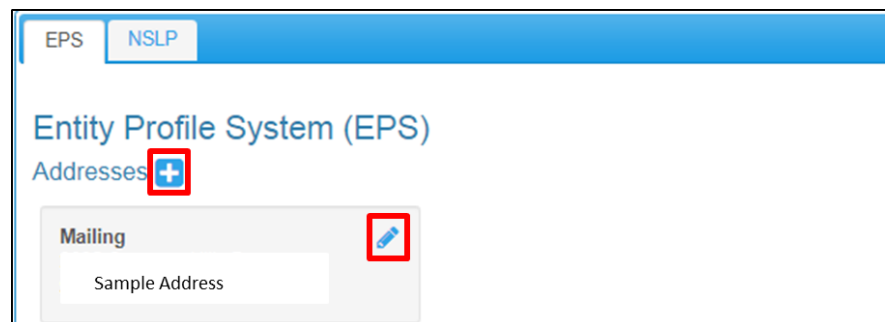
- Click on **Green** “Save” button to save contact.
- Click on “Close” button to NOT save contact.



The screenshot shows a web form titled "Create New Contact" with a blue header bar. The form contains several input fields: "Salutation" (a dropdown menu with "Dr." selected), "First Name" (text box with "Jane"), "Middle Name" (empty text box), "Last Name" (text box with "Superintendent"), "Contact Type" (a dropdown menu with "FAFSA Coordinator" selected), "Title" (text box with "Superintendent"), "Email" (text box with "superintendent@school.org"), and "CDS Name" (empty text box). At the bottom right of the form, there are two buttons: a green button with a floppy disk icon and the text "Save", and a grey button with the text "Close". The "Save" button is circled in red.


Create New Address

- 3 addresses per entity:
 - Mailing
 - Delivery
 - Serving
- + icon to add address.
- Pencil icon to edit address.



Adding Address

- Select Address Type:
 - Can only have one of each type!
- Input Street Address, City, and ZIP.
- Click Green “Save” button!



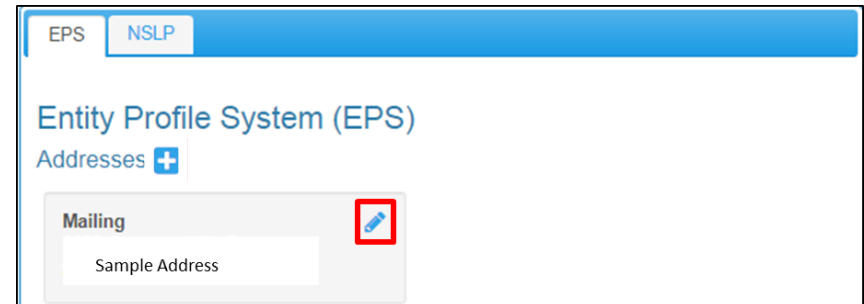
The screenshot shows a web form titled "Create New Address" with a close button (X) in the top right corner. The form contains the following fields:

- Address Type:** A dropdown menu with "Delivery" selected.
- Additional Name:** An empty text input field.
- Street Address:** A text input field containing "123 Whoville St".
- City:** A text input field containing "Whoville".
- State:** A dropdown menu with "Illinois" selected.
- Zip:** A text input field containing "65432", followed by an empty space for additional digits.

At the bottom right of the form, there are two buttons: a green "Save" button with a floppy disk icon, which is highlighted with a red rectangular border, and a grey "Close" button.

Editing Address

- Click on pencil icon to edit selected address.



The screenshot shows a web interface for the Entity Profile System (EPS). At the top, there are two tabs: 'EPS' and 'NSLP'. Below the tabs, the text 'Entity Profile System (EPS)' is displayed. Underneath, there is a section labeled 'Addresses' with a plus icon. A 'Mailing' section is highlighted, containing a text input field with the placeholder text 'Sample Address'. To the right of this input field is a pencil icon, which is highlighted with a red square, indicating it is the target for clicking to edit the address.

Editing Address

- Update Address info.
- You may change multiple records at once.
- Click on Green “Save” button to save changes.

Edit Address

Existing Address

Mailing
123 Whoville St
Whoville, IL 65432

Address Type

Mailing

Additional Name

Street Address

456 Main Ln

City

Whoville

State

Illinois

Zip

65432

This same address exists in the following places as well. Check any records you wish to also change when saving.

Search:

Print

	Program Code	Type	RCDTS	Entity Name	Address For
<input checked="" type="checkbox"/>	NSLP	Delivery	010101010110000	Sample SD 101	Default
<input type="checkbox"/>	EPS	Mailing	010101010110001	Whoville High School	Default
<input type="checkbox"/>	NSLP	Delivery	010101010110001	Whoville High School	Default

Showing 1 to 3 of 3 entries

Save

Close

Editing EPS Information

- Click on the pencil icon to edit EPS Information.

Sample SD 101 (01-010-0101-11-0000)

Request a Change

Effective Date

7/1/2024

Cancel

Save Request

No Changes for upcoming school year

☐

Notes

EPS Information

Website Url

<http://samplesd.org>

Acc. Plcmt. Policy

Block Schedule?

☒

Magnet School?

☐

Co Det Center

No

Grades Served

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

☐☐☐☐☐☐☐☒☒☒☒☒☒☒☐

Editing Website and Accelerated Placement Link

- Input the URL for website and/or District Accelerated Placement Policy.

The screenshot shows a web form titled "Edit EPS Information". A red rectangular box highlights the top section of the form, which contains two text input fields. The first field is labeled "Website Url" and contains the text "http://samplesd.org". The second field is labeled "Acc. Plcmt. Policy" and contains the text "http://samplesd.org/advancedplcmt.aspx". Below this highlighted section, there are three checkboxes: "Block Schedule?" (checked), "Magnet School?" (unchecked), and "Co Det Center" (unchecked). Further down, there is a section titled "Grades Served" with a table of checkboxes for grades B-3 through 12. The "Current" row shows checkboxes for B-3, P, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12, with the last seven (6-12) being checked. The "Changes to Current:" row shows checkboxes for the same grades, with the last seven (6-12) also being checked. A note at the bottom of the table states: "Note: when changing grades served - Fill in all grades served not just changes." At the bottom right of the form are two buttons: "Save" and "Close".

	B-3	P	K	1	2	3	4	5	6	7	8	9	10	11	12
Current:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Changes to Current:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Editing Grades Served

- Fill in ALL grades served.
 - Not just changes.
- Grade changes are NOT automatically approved.

The form is titled "Edit EPS Information" and contains the following fields:

- Website Url:
- Acc. Plcmt. Policy:
- Block Schedule?: ☒
- Magnet School?: ☐
- Co Det Center: ☐

Grades Served

	B-3	P	K	1	2	3	4	5	6	7	8	9	10	11	12
Current:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Changes to Current:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Note: when changing grades served - Fill in all grades served not just changes.

The bottom screenshot shows the same form, but with the "Changes to Current" row for grades 1 through 12 highlighted with a red box, indicating that all grades must be selected when making changes.

Editing Other EPS Information

- Block Schedule
- Magnet School
- County Detention Center

Edit EPS Information

Website Url

http://samplesd.org

Acc. Plcmt. Policy

http://samplesd.org/advancedplcmt.aspx

Block Schedule?

☒

Magnet School?

☐

Co Det Center

☐

Grades Served

	B-3	P	K	1	2	3	4	5	6	7	8	9	10	11	12
Current:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Changes to Current:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Note: when changing grades served - Fill in all grades served not just changes.

Save

Close

Save Changes

- Click on Green “Save” button to save changes.
- Clicking on “Close” button will NOT save your changes.

Edit EPS Information [X]

Website Url:

Acc. Plcmt. Policy:

Block Schedule? ☒

Magnet School? ☐

Co Det Center ☐

Grades Served

	B-3	P	K	1	2	3	4	5	6	7	8	9	10	11	12
Current:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Changes to Current:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Note: when changing grades served - Fill in all grades served not just changes.

Second to Last Step

Double-check your work!

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

EPS

NSLP

Entity Profile System (EPS)

Addresses

Mailing

Sample Address

Phone Numbers

Business

(000) 000-0000

Contacts

Entity Attributes

NCES ID (LEA) 0000000

EFE 000

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

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

Entity Profile System (EPS)

Addresses

Mailing

Phone Numbers

Business

Contacts

Entity Attributes

NCES ID (LEA) 00000000

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 containing instructions to set up their IWAS Administrator account a few days **after** the effective date.

ISBE Process – Grade Changes

- EPS team will reach out to your district to get more information about grade changes.
- Questions asked:
 - How does this grade change affect attendance at other schools?
 - What are the reasons for the grade change?
- All grade changes reviewed by Title, Accountability, and School and District Improvement Departments.

Upcoming Changes

- Adding school RCDTS codes for EFEs
- Virtual School Indicator

Resources

- [EPS Webpage](#)
 - [Accelerated Placement Policy URL](#)
 - [Directory of Educational Entities](#)
 - [EPS Guidelines](#)
 - [Gatekeeper List](#)
 - Keys to Coding
 - [Instructions to Update EPS](#)

Contacts

- Data Strategies and Analytics
 - General questions: datahelp@isbe.net
 - EPS-related questions: epschange@isbe.net
- IWAS Technical Issues
 - 217-558-3600
 - support@isbe.net



Questions?

Thank you