



Entity Profile System 2020



Presenters

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Purpose and Objective

Review District Tasks for Updating EPS

1. Update Contact Info in EPS
2. Data Submission
3. Data Review
4. Q&A and ISBE Contact info



Agenda

Updating Your Contact Information in EPS

- How to Login to IWAS
- “No Changes” Checkbox
- How to Update Information
- How to Add Information
- ISBE Process
- History of Changes
- Report



Webinar Tips

- **Tips for Listening**
 - Computer speakers
 - Headset connected to a computer
 - Telephone
- **Tips for Speaking**
 - 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 un-muted and speakers are turned down before talking.
- **Question and Answer**
 - Q&A will be held at the end of the webinar.
 - Please raise your hand to ask a question.
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Key Dates

- **July 1:** Submit Entity Profile System updates before July 1
 - Prioritize major changes such as adding a new school or reorganizing schools before July 1, as these changes affect **all** ISBE data submissions for the upcoming school year



District Responsibilities

- Update your Contact Information in EPS
- Submit Data promptly when changes are necessary
 - Use instructions in this webinar for minor changes
 - For significant changes, see [EPS Guidance Document](#)
- Review Data for Accuracy
- Contact ISBE for Assistance
 - datahelp@isbe.net
 - For letters to request school openings/closures: epschange@isbe.net
 - Data Strategies and Analytics: (312) 814-9192
 - Technology Support and Infrastructure: (217) 558-3600

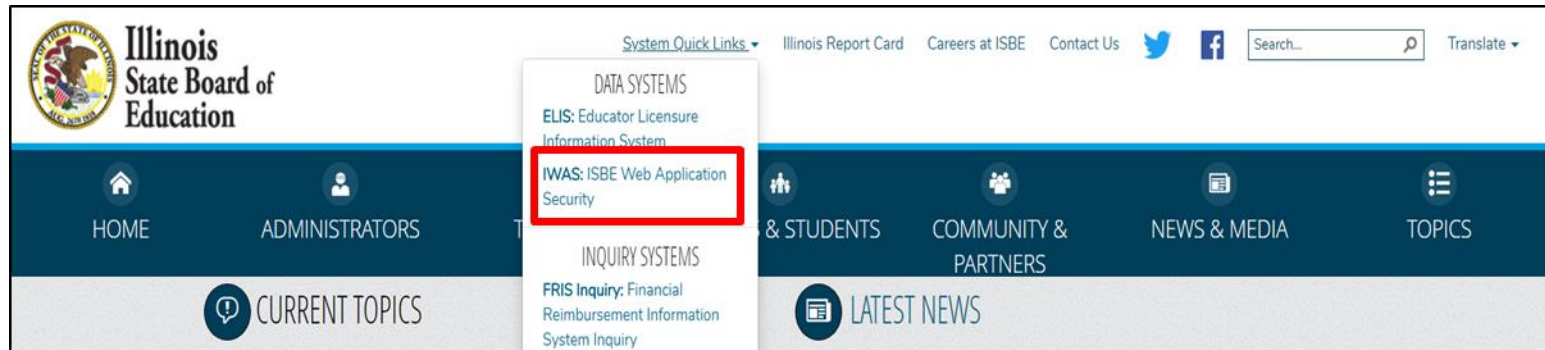


Updating Contact Info in ISBE's Entity Profile System (EPS)



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

ISBE Home
Home
Sign Up Now
Get Password
Contact Us
Help
[IWAS User Guide](#)
[IWAS Training Video](#)

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 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](#)

Forgot Your Password?

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

[Find Login/Password](#)

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 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 I W A S

ISBE Administrator

Hello Evan, you last logged in 4/24/2019 9:34:24 AM.

Messages :

- [0 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](#)

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...](#)

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



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	01-010-0101-01-0101	4	Sample School 1	Sample Principal 1		
New Change	01-010-0101-01-0102	4	Sample School 2	Sample Principal 2		
New Change	01-010-0101-01-0103	4	Sample School 3	Sample Principal 3		
New Change	01-010-0101-01-0104	4	Sample School 4	Sample Principal 4		
New Change	01-010-0101-01-0105	4	Sample School 5	Sample Principal 5		
Edit Change	01-010-0101-01-0106	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
4/23/2019

☐ No Changes

Notes

Cancel

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

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





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

Mr. ▼

First Name

Sample

Middle Name

Last Name

Principal

Contact Type

Principal ▼

Title

Principal

Email

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" with a "Principal" label. The form includes fields for "Salutation" (set to "Mr."), "First Name" (set to "Sample"), and "Title" (set to "Principal"). The "Contact Type" dropdown menu is open, displaying a list of roles. The "Regional Superintendent" option is highlighted in blue. The dropdown list includes the following roles: 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

Save

Close



National School Lunch Program (NSLP)

EPS

NSLP

National School Lunch Program (NSLP)

Addresses

Delivery

Sample Address

Phone Numbers

Business

(000) 000-0000

Fax

(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
4/23/2019

No Changes ☐

Notes

Cancel **Save Request**

EPS Information

Website Url www.sampleddistrict.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) 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
- Once processed (processing can take several business days), minor changes will update overnight
- If the change is for a new superintendent, the incoming superintendent will receive an email within a few days containing instructions on how 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

- This report will show the information for your District and all schools within your District



ISBE Contact Information

Data Strategies & Analytics

- (312) 814 – 9192
- datahelp@isbe.net
- For letters to request school openings/closures:
epschange@isbe.net

Help Desk for IWAS technical issues

- (217) 558 – 3600

[EPS Guidance Document](#)



Questions

