

# Instructions to Update EPS in IWAS

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## Introduction

The Entity Profile System (EPS) serves as the directory for Illinois schools and districts. All other ISBE Web Application Security (IWAS) systems are populated with information entered in EPS. Additionally, all EPS information is compiled into an Excel workbook that is updated nightly and available publicly on the [ISBE Directories webpage](#).

It is essential that information in EPS always be current since it is publicly reported and used for other systems as well as notifications for webinars, due dates, etc. This guide explains how to access EPS and update entity information.

Only the categories of entities listed here may update EPS directly through IWAS:

- Public school districts
- Public schools
- Regional Programs
- Regional Offices of Education
- Nonpublic schools and districts
- Other state-funded entities and hybrid high school districts.

If your entity is NOT in one of these categories, STOP!

Contact your [gatekeeper](#) or email [epschange@isbe.net](mailto:epschange@isbe.net) your change request. Your change request must be on organizational letterhead and include the following if you're requesting an admin change:

- RCDTS code
- Current administrator's name

- Current administrator’s email
- Current administrator’s title
- Previous administrator’s name
- Federal Employer Identification Number (FEIN) found on W-9)

If you’re requesting an address and/or phone number change, send this information:

- RCDTS code
- Administrator’s name
- Current address/phone number
- Previous address/phone number
- FEIN

You may look up your organization’s RCDTS code at the [RCDTS Code Lookup](#) page.

## Major Changes in EPS

Requests for major EPS changes (like significant grade-level changes that would place a school in another category) must be formally written and emailed to [epschange@isbe.net](mailto:epschange@isbe.net). ISBE has not accepted EPS change requests sent via the postal system since Feb. 1, 2023.

Information on this process can be found in the [Entity Profile System Changes and Procedures document](#).

For general questions:

- [datahelp@isbe.net](mailto:datahelp@isbe.net)
- 312-814-9192

For major changes or EPS-related questions, send letters to:

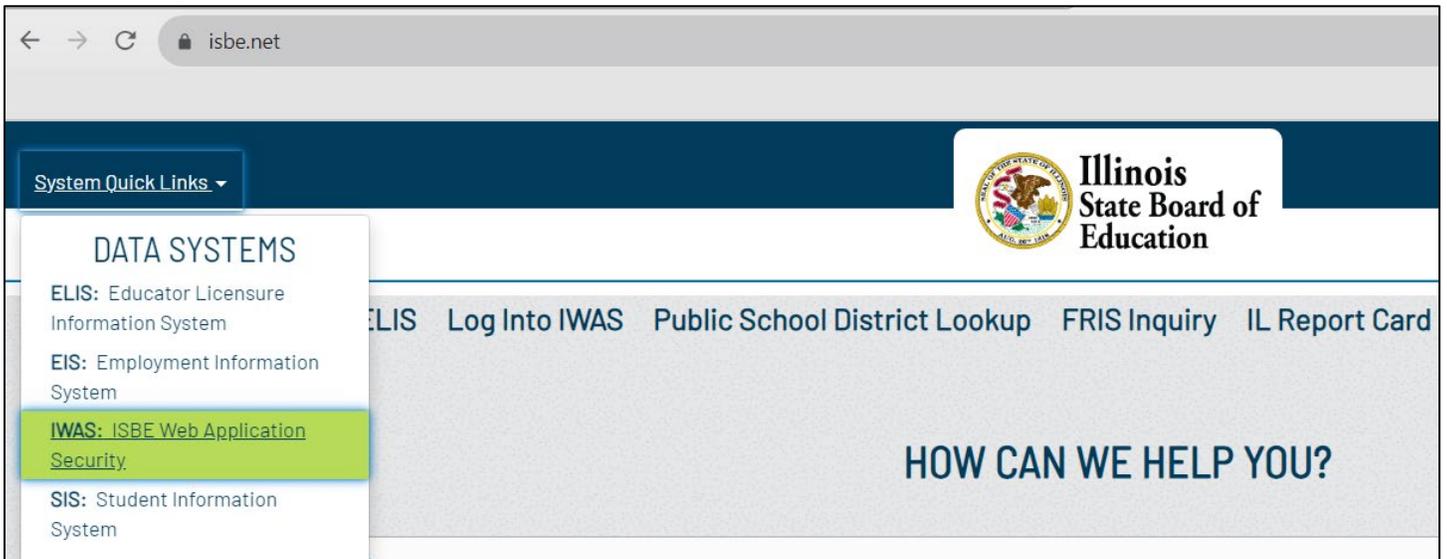
- [epschange@isbe.net](mailto:epschange@isbe.net)

For technical issues with IWAS and EPS contact the Help Desk:

- 217-558-3600

## Accessing EPS

1. There are two ways to navigate to EPS:
  - a. Go to the [IWAS login page](#).
  - b. Click "Systems Quick Links" in the top left corner of the [ISBE homepage](#), then click "IWAS: ISBE Web Application Security" in the dropdown.
    - i. Select "IWAS: ISBE Web Application" to log into your IWAS account as seen below.



2. Log in to IWAS with your username and password. If you do not have an IWAS account, click “Sign Up Now.”



3. This will redirect you to the IWAS homepage. Click “System Listing” from the left column.



4. This will redirect to the My Systems page. Click “Entity Profile System” under the “Reporting” section. If you do not have access to the Entity Profile System, contact your system administrator.

The screenshot shows the Illinois State Board of Education website. At the top, the logo and name are displayed, along with the names of the Chairman and State Superintendent. Below this is a navigation menu on the left with options: Home, System Listing, Pending Sign Ups, Pending Documents, Change Password, Preferences, and Search. The main content area is titled "My Systems" and contains a message: "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." There is a link for "Click Here for Due Dates". Below this is a table with two columns: "Categories - Click to Expand/Collapse Tree" and "Authorization". The table lists three categories: "Reporting", "ISBE Internal", and "Web". Under "Reporting", the "Entity Profile System" is listed and is highlighted with a red box. It has an "Authorized" status. Under "ISBE Internal", there is a link to "Entity Profile System (Internal)" which is also marked as "Authorized".

5. Here is the home screen. You are now in EPS!

The screenshot shows the Entity Profile System (EPS) home screen. The header is blue and contains the text "Welcome to the Entity Profile System (EPS)". Below the header, there are three sections of text describing the system's features for different user groups: all EPS Profiles, ROEs and Public Districts, and Non-Public Schools. At the bottom, there is a blue button labeled "Continue" highlighted with a red box.

**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**

6. Click on “Continue” to access the welcome page of your school or district as seen here. Now you can edit the EPS information of your school or district.

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

	RCDTS	Entity Name	Contact Name	Status	Effective Date
<a href="#">New Change</a>	01-010-0101-01-0000	Sample District 100	Sample Superintendent		

### Schools

Search:

	RCDTS	Category	Entity Name	Contact Name	Status	Effective Date
<a href="#">New Change</a>	01-010-0101-01-0101	4	Sample School 1	Sample Principal 1		
<a href="#">New Change</a>	01-010-0101-01-0102	4	Sample School 2	Sample Principal 2		
<a href="#">New Change</a>	01-010-0101-01-0103	4	Sample School 3	Sample Principal 3		
<a href="#">New Change</a>	01-010-0101-01-0104	4	Sample School 4	Sample Principal 4		
<a href="#">New Change</a>	01-010-0101-01-0105	4	Sample School 5	Sample Principal 5		
<a href="#">Edit Change</a>	01-010-0101-01-0106	4	Sample School 6	Sample Principal 6	Pending	04/23/2019

Showing 1 to 6 of 6 entries

# Editing Information in Entity Profile System

1. To edit information in EPS, select “New Change” next to the entity you wish to edit. Note that if you do not have RCDT Admin Access or School Admin Access level rights, you will not be able to make changes.

The screenshot shows the 'Entity Profile System' interface. At the top left is the Illinois State Board of Education logo. The header includes 'User: Sample District', 'RCDTS: 01-010-0101-01-0000', and 'Version: 4.000'. Navigation links for 'Pick RCDTS', 'Home', 'History', and 'Reports' are present. A table displays entity information with columns: RCDTS, Entity Name, Contact Name, Status, and Effective Date. The first row shows '01-010-0101-01-0000', 'Sample District 100', 'Ms. Sample Superintendent', and an empty status field. A red box highlights a 'Review/Verify' button next to the RCDTS code. Below this is a 'Schools' section with a search bar and a table listing schools. The schools table has columns: RCDTS, Category, Entity Name, Contact Name, Status, and Effective Date. It lists five schools from 'Sample School 1' to 'Sample School 5', each with a 'New Change' link in the RCDTS column.

2. This will redirect to the school or district detail screen.

Note: If your school or district participates in a nutrition program, you will be able to edit the contact information for those programs in their respective tabs.

## Editing a Contact

In this example, “District Superintendent” will be the edited field.

1. Click the pencil icon to make changes.

The screenshot displays the administrative interface for 'Sample School District (01-010-0101-01-0000)'. It features several sections:

- Request a Change:** Includes an 'Effective Date' field (2/8/2016), a 'Notes' text area, and 'Cancel' and 'Save Request' buttons.
- Entity Profile System (EPS):** Contains tabs for 'EPS', 'NSLP', and 'CACC'. It lists 'Addresses' (Mailing: Sample Address), 'Phone Numbers' (Business: (000) 000-0000, Fax: (000) 000-0000), and 'Contacts' (District Superintendent: Sample Superintendent, samplesoup@samplesoup.edu). The 'District Superintendent' contact is highlighted with a red box.
- EPS Information:** Shows 'Website Url' (www.sampledistrict.edu), 'Block Schedule?' and 'Magnet School?' checkboxes, and 'Grades Served' (P, K, 1-12, U) with checkboxes.
- Entity Attributes:** Lists 'NCES ID (LEA)', 'DUNS', and 'EFE' values, with a note to email help@abe.net for changes.

2. A screen will pop up on which edits can be made. When edits are finished, click “Save.”

**Edit Contact**

**Existing Contact**

District Superintendent  
Ms. Sample Superintendent  
Superintendent  
samplesoup@samplesoup.edu

**Salutation**  
Ms.

**First Name**  
Sample

**Middle Name**

**Last Name**  
Superintendent

**Contact Type**  
District Superintendent

**Title**  
Superintendent

**Email**  
samplesoup@samplesoup.edu

**Save** Close

3. Once all edits are made, choose an “Effective Date” for the changes. Notes can be added in this field as well. When a date has been chosen, click “Save Request.”

**Request a Change**

**Effective Date**  
2/8/2016

Cancel **Save Request**

**Notes**  
Updated Supt. contact information

All minor EPS changes can be made in this manner.

## Adding a New Contact

In this example, we will add "FAFSA Coordinator."

1. Click on the + icon next to Contacts.

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

#### Request a Change

Effective Date: 9/1/2023

Notes:

Requested by: on 9/1/2023 2:57:41 PM

[Save Request](#) [Close Entity](#)

#### Entity Information

EntityId  
Entity Name  
Website Url  
Acc. Plcmt. Policy  
Open Date: 1/1/1970  
[Entity Relationships](#)

Last updated by rpligger on 7/21/2023 8:44:36 AM  
[See Change History](#)

EPS NSLP Add New

#### Entity Profile System (EPS)

Addresses +

Mailing 123 School St. Whoville, IL 65432	Delivery 123 School St. Whoville, IL 65432
---	--

Phone Numbers +

Business (217) 125-4563	Fax (217) 125-4578
----------------------------	-----------------------

Contacts +

District Superintendent Dr. Jane Superintendent superintendent@school.org <a href="#">+ Address</a> <a href="#">+ Phone</a>	Homeless Liaison Dr. Robert Smith smith@school.org <a href="#">+ Address</a> <a href="#">+ Phone</a>
--	---

#### EPS Information

RCDS  
Region  
County  
District  
Type  
School  
Category

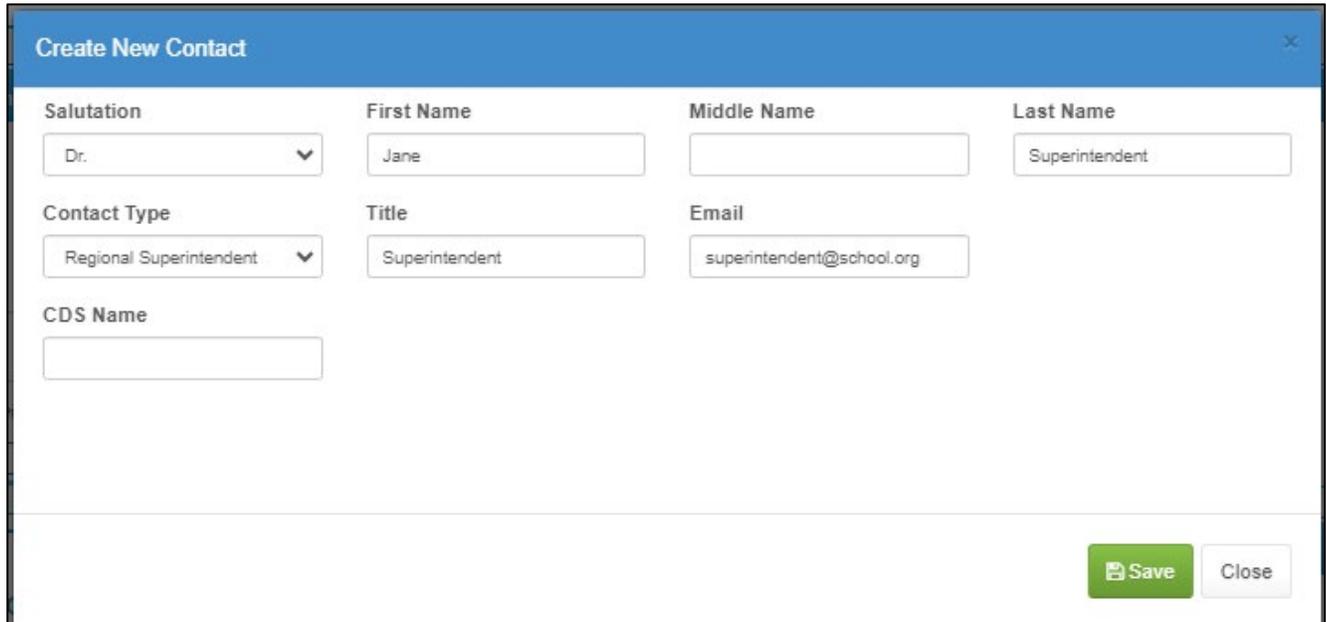
Grades Served

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

Other Information

Charter Indicator  
State Rep  
State Senator  
Fed Congress

2. Add in the personnel's information, including salutation and email address.

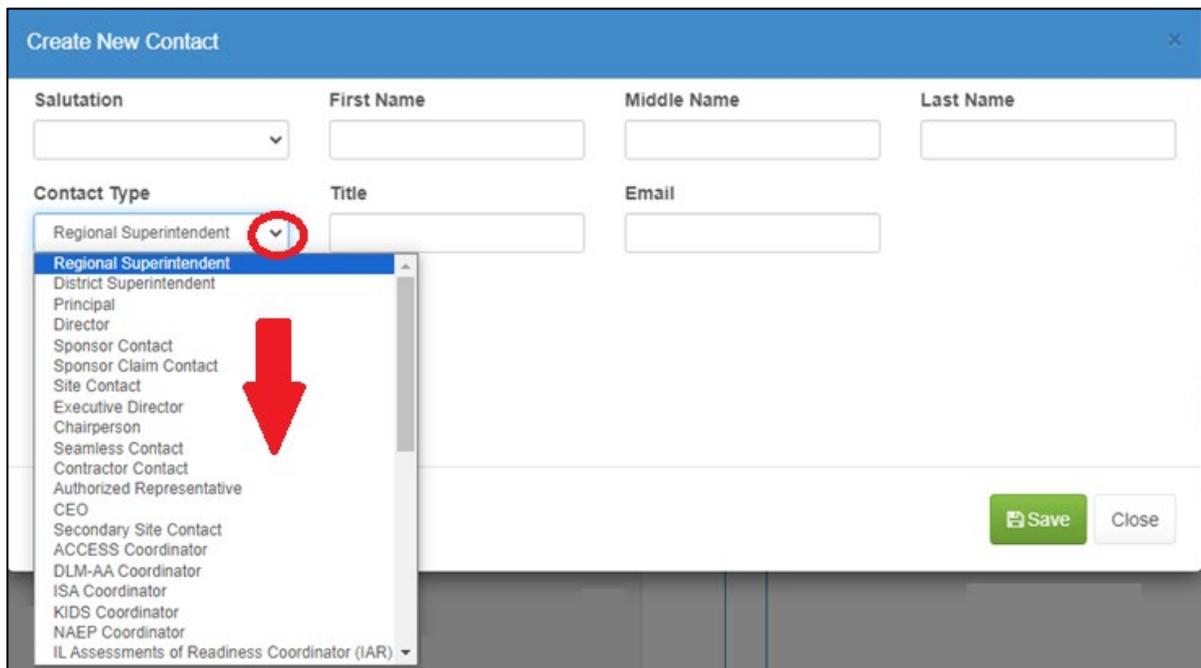


The screenshot shows a 'Create New Contact' form with the following fields filled out:

- Salutation: Dr.
- First Name: Jane
- Middle Name: (empty)
- Last Name: Superintendent
- Contact Type: Regional Superintendent
- Title: Superintendent
- Email: superintendent@school.org
- CDS Name: (empty)

Buttons for 'Save' and 'Close' are visible at the bottom right.

3. Click on the down arrow next to Contact Type to select a Contact Type. You may need to scroll down to see all of them.



The screenshot shows the 'Create New Contact' form with the 'Contact Type' dropdown menu open. A red circle highlights the down arrow on the dropdown, and a red arrow points to the 'Regional Superintendent' option in the list.

The dropdown menu lists the following options:

- Regional Superintendent
- District Superintendent
- Principal
- Director
- 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
- NAEP Coordinator
- IL Assessments of Readiness Coordinator (IAR)

Buttons for 'Save' and 'Close' are visible at the bottom right.

4. Click on the green "Save" button to save the contact. If you click the "Close" button, your work will NOT be saved.

### Create New Contact ✕

<b>Salutation</b> Dr. ▼	<b>First Name</b> Jane	<b>Middle Name</b> 	<b>Last Name</b> Superintendent
<b>Contact Type</b> FAFSA Coordinator ▼	<b>Title</b> Superintendent	<b>Email</b> superintendent@school.org	
<b>CDS Name</b> 			

5. Click on "Save Changes" to submit your change request.

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

### Request a Change

Effective Date: 9/ 1/2023

Notes

Requested by: on 9/ 1/2023 2:57:41 PM

**Save Request** **Close Entity**

### Entity Information

EntityId  
Entity Name  
Website Url  
Acc. Plcmt. Policy  
Open Date: 1/1/1970  
[Entity Relationships](#)

Last updated by rpligger on 7/21/2023 8:44:36 AM  
[See Change History](#)

EPS NSLP Add New

### Entity Profile System (EPS)

Addresses +

<b>Mailing</b> 123 School St. Whoville, IL 65432	<b>Delivery</b> 123 School St. Whoville, IL 65432
--	---

Phone Numbers +

<b>Business</b> (217) 125-4563	<b>Fax</b> (217) 125-4578
-----------------------------------	------------------------------

Contacts +

<b>District Superintendent</b> Dr. Jane Superintendent superintendent@school.org + Address + Phone	<b>Homeless Liaison</b> Dr. Robert Smith smith@school.org + Address + Phone
---	--

### EPS Information

RCCTS  
Region  
County  
District  
Type  
School  
Category

Grades Served

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

Other Information

Charter Indicator  
State Rep  
State Senator  
Fed Congress

## Editing an Address

Changing an address is considered a minor change in the Entity Profile System. However, an entity's RCDTS code may need to be changed if the entity has moved to a different county; this depends on the entity's category. Consult your gatekeeper if you have further questions.

In this example, we will be editing the Mailing Address.

1. Click on the pencil icon of the address you want to edit.

### 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

**Business**   
(217) 351-3838 

**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

- This will open the Mailing Address window. Update the address information. If your address is used for nutrition programs such as the National School Lunch Program, you may see the option to also change that address. If you want to, check the boxes with the corresponding address you also want to change. In this case, we aren't changing any other addresses.

Edit Address
✕

## Existing Address

**Mailing**  
123 School St.  
Whoville, IL 65432

---

**Address Type**

Mailing
▼

**Additional Name**

**Street Address**

987 Main St.

**City**

Whoville

**State**

Illinois
▼

**Zip**

65432
1234

**CDS Address**

987 Main St

---

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

**Search:**

Print

<input type="checkbox"/>	Program Code	Type	RCDS	Entity Name	Address For
<input type="checkbox"/>	CONT	Mailing		Sample SD 101	Default
<input type="checkbox"/>	NSLP	Delivery	01-010-0101-00-0000	Sample SD 101	Default
<input type="checkbox"/>	SFSP	Delivery	01-010-0101-00-0000	Sample SD 101	Default
<input type="checkbox"/>	CACC	Delivery	01-0101-0101-00-0000	Sample SD 101	Default

Showing 1 to 4 of 4 entries

Save

Close

3. Click the "Save" button in the bottom-right corner.

### Edit Address ✕

## Existing Address

**Mailing**  
123 School St.  
Whoville, IL 65432

---

**Address Type**  
Mailing ▼

**Additional Name**

**Street Address**  **City**  **State**  **Zip**

**CDS Address**

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

Search:  Print

<input type="checkbox"/>	Program Code	Type	RCDS	Entity Name	Address For
<input type="checkbox"/>	CONT	Mailing		Sample SD 101	Default
<input type="checkbox"/>	NSLP	Delivery	01-010-0101-00-0000	Sample SD 101	Default
<input type="checkbox"/>	SFSP	Delivery	01-010-0101-00-0000	Sample SD 101	Default
<input type="checkbox"/>	CACC	Delivery	01-0101-0101-00-0000	Sample SD 101	Default

Showing 1 to 4 of 4 entries

Save Close

- Click "Save" to save your changes. If you don't, the saves will not be submitted. If you don't see the green "Save" button at the top, you may not have access to make these changes. Contact your IWAS administrator to be granted access.

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

**Request a Change**

Effective Date

Save Request
Close Entity

Notes

Requested by: [User] on 9/1/2023 2:57:41 PM

**Entity Information**

EntityId  
 Entity Name  
 Website Url  
 Acc. Plcmt. Policy  
 Open Date: 1/1/1970  
[Entity Relationships](#)

Last updated by: [User] on 7/21/2023 8:44:35 AM  
[See Change History](#)

EPS
NSLP
Add New

### Entity Profile System (EPS)

Addresses +

Mailing ✎

987 Main St.  
 Whoville, IL 65432

Phone Numbers +

Business ✎

(217) 125-4563

Fax ✎

(217) 125-4578 ✕

Contacts +

District Superintendent ✎

Dr. Jane Superintendent  
 Superintendent  
[superintendent@school.org](mailto:superintendent@school.org)  
+ Address + Phone

ISA Coordinator ✎

Dr. Robert Smith ✕  
[smith@school.org](mailto:smith@school.org)  
+ Address + Phone

**EPS Information**

RCDTS ✎

Region  
 County  
 District  
 Type  
 School  
 Category

Grades Served

B-3	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"/>													

Other Information

Charter Indicator  
 State Rep  
 State Senator  
 Fed Congress

## Adding an Address

An entity may have up to three different addresses on its EPS page:

- Mailing
- Delivery
- Serving

One of these addresses must be a non-PO Box address. If you use a PO Box address, you must also list a physical address. In this example, we will be adding a serving address.

1. Click on the + icon next to Addresses.

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

The screenshot shows the 'Entity Profile System (EPS)' interface. The 'Addresses' section is highlighted with a red box around the plus icon. The 'Mailing' address is 123 School St., Whoville, IL 65432. The 'Phone Numbers' section includes a Business number (217) 125-4563 and a Fax number (217) 125-4578. The 'Contacts' section lists Dr. Jane Superintendent as District Superintendent and Dr. Robert Smith as ISA Coordinator. The right-hand side of the interface shows 'Entity Information' and 'EPS Information' panels.

2. Choose what type of address you want to add.

The 'Create New Address' dialog box is shown. The 'Address Type' dropdown menu is open, and 'Serving' is selected. The 'Additional Name' field is empty. The 'State' dropdown menu is set to 'Illinois'. The 'Zip' field is empty. The 'CDS Address' field is empty. The 'Save' and 'Close' buttons are visible at the bottom right.

3. Input your address information.

**Create New Address** ✕

**Address Type**  
Serving ▼

**Additional Name**

**Street Address** **City** **State** **Zip**

415 Whoville St Whoville Illinois 65432

**CDS Address**

If your address information is incorrect, you will get a notification like the one below. Please ensure that your address is input correctly before clicking on the "Override Validation" checkbox (circled in red).

**Create New Address** ✕

**• Our address validation service could not validate the address inputted. If the address entered is correct, please select the "Override Validation" checkbox below and re-save**

**Address Type**  
Serving ▼

**Additional Name**

**Street Address** **City** **State** **Zip**

415 Whoville St Whoville Illinois 65432

**CDS Address**

**Override Validation**

4. Click on the green "Save" button to save the contact. If you click the "Close" button, your work will NOT be saved.

**Create New Address**

Address Type: Serving

Additional Name:

Street Address: 415 Whoville St

City: Whoville

State: Illinois

Zip: 65432

CDS Address:

Save Close

5. Click on "Save Changes" to submit your change request for your organization.

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

**Request a Change**

Effective Date: 9/1/2023

Save Request Close Entity

Notes:

Requested by: on 9/1/2023 2:57:41 PM

**Entity Information**

EntityId  
Entity Name  
Website Url  
Acc. Plcmt. Policy  
Open Date: 1/1/1970  
Entity Relationships

Last updated by: on 7/21/2023 8:44:35 AM  
See Change History

**EPS Information**

RCDTS  
Region  
County  
District  
Type  
School