## Document Library Notification Tips

A reminder that the District Reports application is not to be used as a method to Request or Share documents. As of February 1st, 2019, Document Library is the tool to be used to do so.

When a document is Requested or Shared outside of Document Library, the system will not have evidence of the Request and the notifications will continue to be sent to both parties until it is fulfilled through Document Library.

Let’s all be sure we make our Request to View and Upload student records using the Document Library Application.

If you receive a Document request through EPS please fulfill it through EPS. Do not fax or email. The notifications will continue until completed using Document Library.

## New School Year, New...

### District Email Address

Has your District email address changed? Are there plans for your district's email address to change this year?

Contact EPS Support if your District has changed its Domain name. For example, if it was @District.k12.ca.us and changed to @district.org. Your district email address is your passport to connect to EPS. We would not want you to experience an interruption in access.

### Personnel Changes

Are there new EPS users in your district? The District’s Passport Administrator can Add or Remove access from EPS. Please notify EPS Support:

- If new staff, or removed staff, will have or had an EPS Administrator role
- If new staff, or removed staff, were the Foster Youth Liaison

### Student Information System Change

Contact EPS Support If your District has changed or plans to change its Student Information System this school year.

## Need Assistance Using EPS:

Email HelpDesk@lacoe.edu if you have questions or need support.

Click here for more EPS news, updates and resources.

Follow these step-by-step online resources available at: EPS Document Library Quick Guides

Document Library Module Training and Support are Available!

## Training Schedule

Staff in your district need the complete EPS Portal training? Training is available at the LACOE Ed Center Campus in Downey.

Click the link for details and to register for a hands-on workshop. Seating for each session is limited.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>EPS Training</td>
<td>10/02/2019</td>
<td>LACOE Education Center Rm. 288</td>
</tr>
<tr>
<td>EPS Training</td>
<td>10/23/2019</td>
<td>9300 Imperial Hwy. Downey, CA 90242</td>
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<tr>
<td>EPS Training</td>
<td>11/06/2019</td>
<td>09:00 AM - 12:00 PM Information and Registration</td>
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<tr>
<td>EPS Training</td>
<td>11/20/2019</td>
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<tr>
<td>EPS Training</td>
<td>12/11/2019</td>
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Training is at:

Los Angeles County Office of Education

Los Angeles County Office of Education

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