

## Document Library: Upload and Process a Document

1. Navigate to <https://epsportal.lacoe.edu/> and click on the "Document Library" tile.

**Los Angeles Educational Passport System**

Home Application Administration User Profile Reports

**FosterYouthCore (Foster Youth)**  
[Role Change]

**DocumentLibrary (Document Library)**  
[Role Change]

**FosterYouthCore**  
Allows Districts to manually upload data and allows LacoE Foster Youth Counselors to manage the Foster Youth database  
You are authorized to access the following roles:  
Administrator System level Administrator. Manages organizational access to...  
District Upload Enhanced user account. Allows district users to add/update F...  
LACO E Foster Youth Counselor Enhanced user account. Allows users to access Foster Youth S...

**DocumentLibrary**  
Document Request and Tracking  
You are authorized to access the following roles:  
Administrator System level Administrator. Manages organizational access to...  
Document Tracking User Standard user account. Allows users to view, request and upl...

2. Click on the "Uploads" tab.  
You will land on the "Upload Documents" tab.

Dashboard Document Viewer Uploads Requests Approvals Utilities Administration DCFS Administration

Upload Documents Uploaded Documents Log

**Student Search**  
Note: Birthdate (in mm/dd/yyyy format) and partial First Name and Last Name or SSID is required  
Last Name First Name DOB SSID  
Last Name First Name Date of Birth SSID

**Selected Student**  
Student Name McQuilty Reg LACO E DOB 7/25/1999  
SSID XXX0000098 Gender M  
Local Id DLKEZ317622W210 Grade 11

District Select a District Category Quick Guide

+ Select file to upload

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3. Search for the test student:

Last Name: AAAATest, First Name: Aaron's, DOB: 1/1/2014.

The screenshot shows the 'Upload Documents' interface. At the top, there is a navigation bar with icons for Dashboard, Document Viewer, Uploads, Requests, Approvals, Utilities, Administration, and DCFS Administration. Below this, there are tabs for 'Upload Documents' and 'Uploaded Documents Log'. The main content area is divided into two sections: 'Student Search' and 'Selected Student'. The 'Student Search' section contains a note: 'Note: Birthdate (in mm/dd/yyyy format) and partial First Name and Last Name or SSID is required'. Below the note are four input fields: 'Last Name', 'First Name', 'DOB', and 'SSID'. The 'Last Name' field is highlighted with an orange arrow. Below the input fields is a 'District' dropdown menu with the text 'Select a District' and a 'Category Quick Guide' link. At the bottom of the search section is a '+ Select file to upload' button. The 'Selected Student' section displays the following information:

<b>Student Name</b>	McQuilty Reg LACOE	<b>DOB</b>	7/25/1999
<b>SSID</b>	XXX000098	<b>Gender</b>	M
<b>Local Id</b>	DLKEZ317622W210	<b>Grade</b>	11

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4. Click on the student's name.

The screenshot shows the 'Upload Documents' interface with search results. The 'Student Search' section now displays a table with the following data:

Student Name	Gender	DOB	SSID	LocalID
AAAATEST Aaron A.	M	1/1/2014	X902007041	AAAAA010187M001

The 'AAAATEST Aaron A.' row is highlighted with an orange arrow. The 'Selected Student' section remains the same as in the previous screenshot. The 'District' dropdown menu and the '+ Select file to upload' button are also visible.

5. Select your District from the dropdown.

The screenshot shows the 'Upload Documents' interface. At the top, there is a navigation bar with icons for Dashboard, Document Viewer, Uploads, Requests, Approvals, Utilities, Administration, and DCFS Administration. Below this, there are two tabs: 'Upload Documents' and 'Uploaded Documents Log'. The main content area is divided into two columns. The left column is titled 'Student Search' and contains a note: 'Note: Birthdate (in mm/dd/yyyy format) and partial First Name and Last Name or SSID is required'. Below the note are four input fields: 'Last Name', 'First Name', 'DOB', and 'SSID'. The right column is titled 'Selected Student' and contains a table with the following data:

<b>Student Name</b>	AAAATEST Aaron A	<b>DOB</b>	1/1/2014
<b>SSID</b>	X902007041	<b>Gender</b>	M
<b>Local Id</b>	AAAAAA010187M001	<b>Grade</b>	12

Below the 'Selected Student' table, there is a 'District' dropdown menu with the text 'Select a District' and a 'Category Quick Guide' link. An orange arrow points to the dropdown menu. Below the dropdown menu is a dark grey button with a plus sign and the text '+ Select file to upload'.

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6. Select your District from the dropdown.

The screenshot shows the 'Upload Documents' interface, similar to the previous one. The 'District' dropdown menu is open, showing a search bar and a list of options. An orange arrow points to the search bar. The search bar contains the text 'Los Angeles County Education Programs'. Below the search bar is a dark grey button with a plus sign and the text '+ Select file to upload'.

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7. Click the "Select File to Upload" button.

The screenshot shows the 'Upload Documents' interface. At the top, there is a navigation bar with icons for Dashboard, Document Viewer, Uploads, Requests, Approvals, Utilities, Administration, and DCFS Administration. Below this, the 'Upload Documents' section is active, with a search bar for 'Uploaded Documents Log'. The interface is divided into two main sections: 'Student Search' and 'Selected Student'. The 'Student Search' section includes a note: 'Note: Birthdate (in mm/dd/yyyy format) and partial First Name and Last Name or SSID is required'. It has four input fields: 'Last Name', 'First Name', 'DOB', and 'SSID'. The 'Selected Student' section displays the following information:

<b>Student Name</b>	AAAATEST Aaron A	<b>DOB</b>	1/1/2014
<b>SSID</b>	X902007041	<b>Gender</b>	M
<b>Local Id</b>	AAAAAA010187M001	<b>Grade</b>	12

Below the search fields, there is a 'District' dropdown menu set to 'Los Angeles County Education Programs' and a 'Category Quick Guide' link. At the bottom, there is a large grey button with a plus sign and the text '+ Select file to upload', which is highlighted with an orange arrow.

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8. Upload the document for test student AAAAtest, Aaron. You will choose the file from your drive (computer).  
Be sure to delete the document from your computer after uploading so secure documents are not stored on personal devices.

The screenshot shows the 'Upload Documents' interface after a file has been uploaded. The 'Selected Student' information remains the same as in the previous screenshot. Below the 'District' dropdown, there is a large grey button with a plus sign and the text '+ Select file to upload'. Below this button, a file upload notification is displayed, which is highlighted with an orange box and an orange arrow. The notification includes an 'Upload' button, the filename 'Document-2085250 (1).pdf', the size '2323512 Bytes', and a red 'X' button to delete the file.

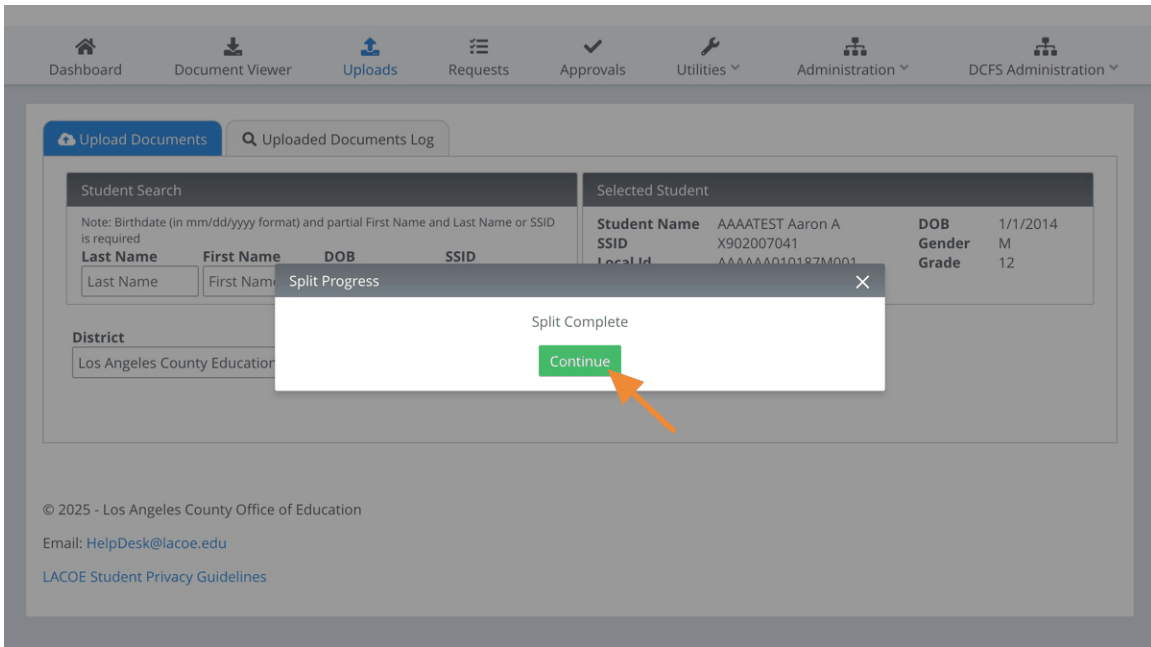
9. Click the "Upload" button.

The screenshot shows the 'Upload Documents' interface. At the top, there is a navigation bar with icons for Dashboard, Document Viewer, Uploads, Requests, Approvals, Utilities, Administration, and DCFS Administration. Below this, there are two tabs: 'Upload Documents' and 'Uploaded Documents Log'. The main content area is divided into two sections: 'Student Search' and 'Selected Student'. The 'Student Search' section includes a note about birthdate and name requirements, and input fields for Last Name, First Name, Date of Birth, and SSID. The 'Selected Student' section displays student information: Student Name (AAAATEST Aaron A), SSID (X902007041), Local Id (AAAAAA010187M001), DOB (1/1/2014), Gender (M), and Grade (12). Below these sections is a 'District' dropdown menu set to 'Los Angeles County Education Programs'. At the bottom, there is a file upload progress bar. It shows a blue button '+ Select file to upload', a green 'Upload' button with an orange arrow pointing to it, the filename 'Document-2085250 (1).pdf', the size '2323512 Bytes', and a red 'X' button.

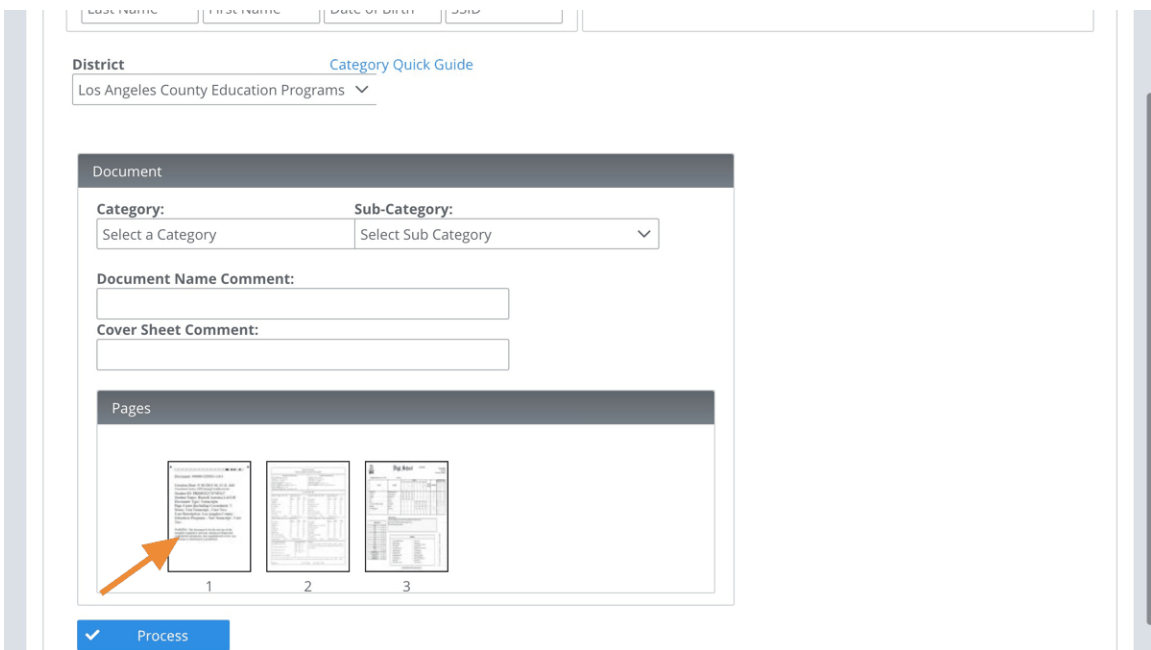
10. A pop-up will appear. If you have more than one page on your document, the files will split into separate pages.

The screenshot shows the same 'Upload Documents' interface as above, but with a 'Standby for Page Split Prep...' pop-up dialog box overlaid. The dialog box has a title bar 'Split Progress' and a close button 'X'. It contains the text 'Standby for Page Split Prep...' and a loading spinner. An orange arrow points to the dialog box. The background interface is dimmed. At the bottom of the page, there is copyright information: '© 2025 - Los Angeles County Office of Education', 'Email: HelpDesk@laoe.edu', and 'LACOE Student Privacy Guidelines'.

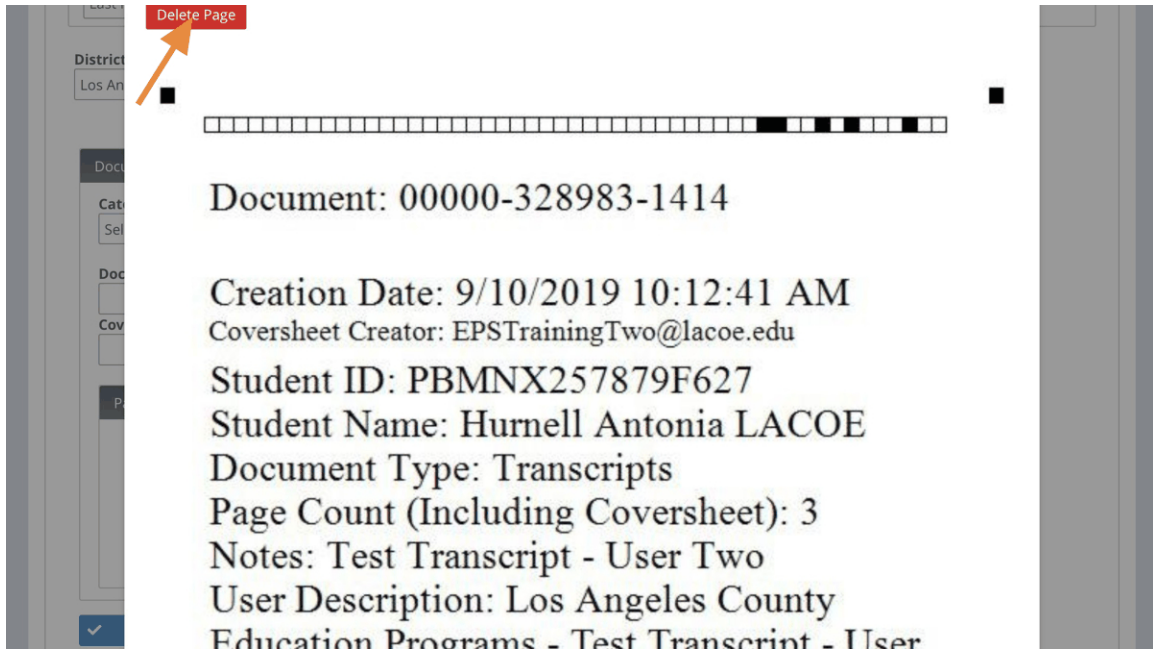
11. Click the "Continue" button when the page split is completed.



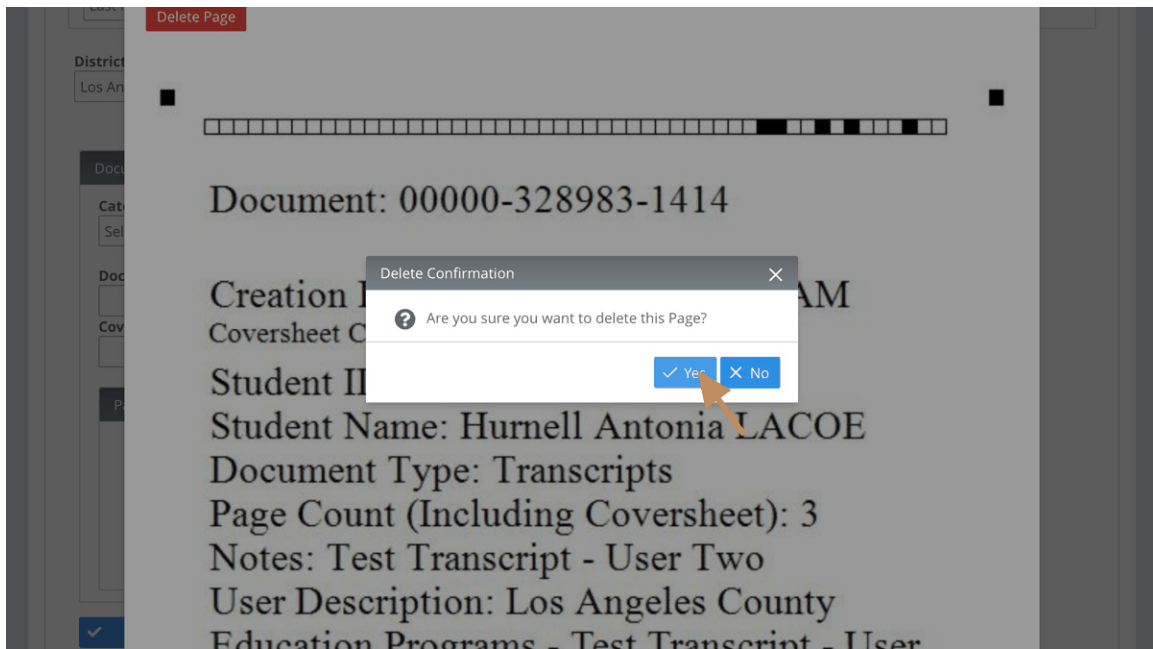
12. You can review each page of the document split to make sure it is correct, and delete any incorrect pages.



13. Click the "Delete Page" button if this wasn't the document needed for this upload.



14. Click "Yes" to confirm deletion.



15. Do this for each of the pages uploaded, if needed.

District [Category Quick Guide](#)  
 Los Angeles County Education Programs



**Document**

Category:  Sub-Category:

Document Name Comment:

Cover Sheet Comment:

**Pages**

 2
  3

Process

16. Click "Delete Page".

**Delete Page**

District  
Los An

**SMITH ACADEMY  
OFFICIAL HIGH SCHOOL TRANSCRIPT**

STUDENT INFORMATION				SCHOOL INFORMATION			
FULL NAME: Jane B Smith				NAME: Smith Academy			
ADDRESS: 123 Main Street				ADDRESS: 123 Main Street			
Anywhere, St 56879				Anywhere, St 56879			
PHONE NUMBER: 757-555-1212				PHONE NUMBER: 757-555-1212			
EMAIL ADDRESS: janesmith@email.com				EMAIL ADDRESS: smithacademy@email.com			
DATE OF BIRTH: 02/17/87							
PARENT/GUARDIAN: Joe and Mary Smith							

**ACADEMIC RECORD**

SCHOOL YEAR: 2002-2003				SCHOOL YEAR: 2003-2004			
GRADE LEVEL: 9 <sup>th</sup>				GRADE LEVEL: 10 <sup>th</sup>			
Course Title	Credit Attempted	Credit Earned	Final Grade	Course Title	Credit Attempted	Credit Earned	Final Grade
English 9	1.0	1.0	96	English 10	1.0	1.0	88
Algebra I	1.0	1.0	91	Geometry	1.0	1.0	81
Biology w/lab	1.0	1.0	88	Chemistry w/lab	1.0	1.0	79
Geography	1.0	1.0	79	World History	1.0	1.0	96
Latin I	1.0	1.0	96	Latin II	1.0	1.0	84
Logic	1.0	1.0	88	Rhetoric	1.0	1.0	92
Fine Arts: Piano	0.5	0.5	85	Fine Arts: Piano II	0.5	0.5	87
Theology	0.5	0.5	92	Old Testament Survey	0.5	0.5	89
Total Credits: 7.0	GPA: 3.36	Cumulative GPA: 3.36		Total Credits: 7.0	GPA: 3.14	Cumulative GPA: 3.25	

SCHOOL YEAR: 2004-2005 GRADE LEVEL: 11<sup>TH</sup>

SCHOOL YEAR: 2005 - 2006 GRADE LEVEL: 12<sup>TH</sup>

17. Click "Yes".

SMITH ACADEMY  
OFFICIAL HIGH SCHOOL TRANSCRIPT

STUDENT INFORMATION				SCHOOL INFORMATION			
FULL NAME: Jane B Smith				NAME: Smith Academy			
ADDRESS: 123 Main Street				ADDRESS: 123 Main Street			
Anywhere, St 56879				Anywhere, St 56879			
PHONE NUMBER: 757-555				EMAIL ADDRESS: janesmith@email.com			
EMAIL ADDRESS: janesmith@email.com				DATE OF BIRTH: 02/17/88			
DATE OF BIRTH: 02/17/88				PARENT/GUARDIAN: Joe Smith			
PARENT/GUARDIAN: Joe Smith				SCHOOL YEAR: 2002-2003			
SCHOOL YEAR: 2002-2003				GRADE LEVEL: 10 <sup>TH</sup>			
Course Title	Credit Attempted	Credit Earned	Final Grade	Course Title	Credit Attempted	Credit Earned	Final Grade
English 9	1.0	1.0	96	English 10	1.0	1.0	88
Algebra I	1.0	1.0	91	Geometry	1.0	1.0	81
Biology w/lab	1.0	1.0	88	Chemistry w/lab	1.0	1.0	79
Geography	1.0	1.0	79	World History	1.0	1.0	96
Latin I	1.0	1.0	96	Latin II	1.0	1.0	84
Logic	1.0	1.0	88	Rhetoric	1.0	1.0	92
Fine Arts: Piano	0.5	0.5	85	Fine Arts: Piano II	0.5	0.5	87
Theology	0.5	0.5	92	Old Testament Survey	0.5	0.5	89
Total Credits: 7.0	GPA: 3.36	Cumulative GPA: 3.36		Total Credits: 7.0	GPA: 3.14	Cumulative GPA: 3.25	
SCHOOL YEAR: 2004-2005				GRADE LEVEL: 11 <sup>TH</sup>			
SCHOOL YEAR: 2005-2006				GRADE LEVEL: 12 <sup>TH</sup>			

Delete Confirmation

Are you sure you want to delete this Page?

Yes No

18. You need to select the appropriate Category and Sub-Category for the document before uploading to a student's repository.

District: Los Angeles County Education Programs

Category Quick Guide

Document

Category: Select a Category

Sub-Category: Select Sub Category

Document Name Comment:

Cover Sheet Comment:

Pages

3

Process


19. Click the "Select a Category" dropdown to select the correct document category from the list.

District [Category Quick Guide](#)  
Los Angeles County Education Programs

**Document**

**Category:** Select a Category **Sub-Category:** Select Sub Category

- EXIT PACKETS
- Free and Reduced Meals
- Health / Medical Development
- Individual Educational Program (IEP) / Request for Service
- Multi-Disciplinary Team - MDT Folder
- Other
- Permits / Correspondence

  
3

Process

20. Now set the Sub-Category.

District [Category Quick Guide](#)  
Los Angeles County Education Programs


**Document**

**Category:** Permits / Correspondence **Sub-Category:** Select Sub Category

**Document Name Comment:**

**Cover Sheet Comment:**

**Pages**

  
3

Process

21. Click the "Select a Sub-Category" dropdown to select the correct document sub-category from the list.

District [Category Quick Guide](#)  
Los Angeles County Education Programs


**Document**

**Category:** Permits / Correspondence **Sub-Category:** Select Sub Category

**Document Name Comment:**

**Cover Sheet Comment:**

**Pages**

  
3

Process

The dropdown menu is open, showing the following options: General Correspondence, Interdistrict Permit, Interselpa Permit, JV-535 Order Designating Educational Rights Holder, LACOE Request for Records, and Mail Confirmation. An orange box highlights the dropdown list, and an orange arrow points to the search icon in the input field above it.

22. For this example, we are uploading a document for the "Permits/Correspondence" Category, "JV-535 Order Designating Educational Rights Holder" Sub-Category.

District [Category Quick Guide](#)  
Los Angeles County Education Programs


**Document**

**Category:** Permits / Correspondence **Sub-Category:** Select Sub Category

**Document Name Comment:**

**Cover Sheet Comment:**

**Pages**

  
3

Process

The dropdown menu is open, showing the same options as in the previous screenshot. An orange arrow points to the "JV-535 Order Designating Educational Rights Holder" option.

23. The document name should include the type of document being uploaded and student name.

District [Category Quick Guide](#)  
Los Angeles County Education Programs ▾


**Document**

**Category:** Permits / Correspondence      **Sub-Category:** JV-535 Order Designating Educational Rights Holder

**Document Name Comment:**

**Cover Sheet Comment:**

**Pages**

  
3

Process

24. "Cover Sheet Comment" is where you can type in your name and the file name (optional).

District [Category Quick Guide](#)  
Los Angeles County Education Programs ▾


**Document**

**Category:** Permits / Correspondence      **Sub-Category:** JV-535 Order Designating Educational Rights Holder

**Document Name Comment:**

**Cover Sheet Comment:**

**Pages**

  
3

Process

25. Click the "Process" button.

District [Category Quick Guide](#)  
Los Angeles County Education Programs


**Document**

**Category:** Permits / Correspondence      **Sub-Category:** JV-535 Order Designating Educational Rights Holder

**Document Name Comment:**  
JV535 Name


**Cover Sheet Comment:**  
JV535

**Pages**



3

✓ Process



26. Confirm by clicking "Ok" in the dialog box.

District [Category Quick Guide](#)  
Los Angeles County Education Programs

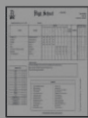
**Document**

**Category:** Permits / Correspondence      **Sub-Category:** JV-535 Order Designating Educational Rights Holder

**Document Name Comment:**  
JV535 Name

**Cover Sheet Comment:**  
JV535

**Pages**



3

✓ Process


Assembly Progress

Process complete :1 of 1 documents completed

Your document(s) are being queued for addition to optical storage. Status should be available in 'Uploaded Documents Log Tab' within 15 minutes.

Please refer to the Uploads menu -> Uploaded Documents Log tab to confirm the status of this request

OK



27. Once you are done uploading, you can go back to the main Uploads page.  
This concludes the training on uploading and processing a document in the Document Library.

## Document Library

Dashboard Document Viewer Uploads Requests Approvals Utilities Administration DCFS Administration

Upload Documents Uploaded Documents Log

**Student Search**  
Note: Birthdate (in mm/dd/yyyy format) and partial First Name and Last Name or SSID is required

Last Name	First Name	DOB	SSID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Selected Student**

<b>Student Name</b>	McQuilty Reg LACOE	<b>DOB</b>	7/25/1999
<b>SSID</b>	XXXX000098	<b>Gender</b>	M
<b>Local Id</b>	DLKEZ317622W210	<b>Grade</b>	11

**District**  
Select a District

Category Quick Guide

+ Select file to upload