

Entity Profile System

School Year 2026-27

Presenters

- Sarah Bloethe, *Data Strategies and Analytics*
- Erik Bauman, *Data Strategies and Analytics*
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- Danielle Marinelli, *School Business Services*

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 and 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	Special 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 the grade change process.

Pre-Qualification Timeline

Step	Description	Preparation Time	Processing Time	Resources
1	Register with State of Illinois	30 minutes	2-6 weeks	<u>Illinois Secretary of State</u>
2	Obtain FEIN/EIN	30-45 minutes	Immediate for online application; 4 weeks for mail-in or fax applications	<u>IRS FEIN/EIN Application</u>
3	Register/renew in SAM.gov	1-2 hours	Up to 6 weeks	<u>SAM.gov</u>

Pre-Qualification Timeline

Step	Description	Preparation Time	Processing Time	Resources
4	Sign up for an Illinois.gov account	15 minutes	Immediate	Illinois.gov account set up
5	Link GATA account to Illinois.gov account	15 minutes	Immediate	GATA Grantee Portal
6	Complete organization profile in GATA Grantee Portal	30-45 minutes	1-3 days	GATA Grantee Portal

IWAS Blast

From : Organizational Risk Assessment
Sent : 3/6/2026 9:33:27 AM
To : [REDACTED]
Subject : GATA Grantee Portal Critical Update and FY2027 Risk Assessment Release

GATA Grantee Portal Critical Update and FY2027 Risk Assessment Release

All GATA Portal users are required to log in to the [GATA Grantee Portal](#) at minimum **twice per year** registration remains active.

To ensure continued access and compliance, verify individuals with GATA Portal Access are still current.

User profiles are deactivated after **6 months** of inactivity. Public account passwords expire annually.

Inactivity exceeding **365 days (1 year)** will cause the GATA portal to cease interfacing with external systems.

Follow these steps to fully execute FY 2027 grants:

1. Active public [SAM.gov](#) registration.
2. Complete the [ICQ](#) via [GATA Portal](#). (The FY 2027 ICQ is now available in the GATA Portal.)
3. Entity Administrators must complete and submit the 2026-2027 ORA via IWAS. (Nutrition and Child Care.)
4. School Districts Only must additionally complete and submit the Consolidated District Plan.
5. Submit FY 2027 grant applications to ISBE.
6. ISBE program staff review and approve grants in their respective program areas.

If you have any questions about the Organizational Risk Assessment system, please contact Grants Administration at [grants@isbe.org](#).

GATA Grantee Portal

- 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

Illinois Grant Accountability and Transparency Act
Welcome to the GATA Grantee Portal

[Grantee Portal Sign In](#) [Amplifund Sign In](#) [Create Account](#) [Public Account Help](#) [Partner Account Help](#)

To access the Portal or Amplifund you must have an Illinois.gov account.
To create an account, click the Create Account button.
For Public domain account help, click the Public Account Help button.
For Partner domain account help, click the Partner Account Help button.
Partner account usernames end in "@external.illinois.gov" and are most likely DHS CRV account users.
Note: To bookmark this Portal, bookmark this page. Bookmarking the sign in page will cause an error.
[Grantee Portal Frequently Asked Questions](#)

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

GATA Organization Review

- Once logged in to the portal, click the “Edit” button to view the UEI

Organization: **Illinois State Board of Education** 

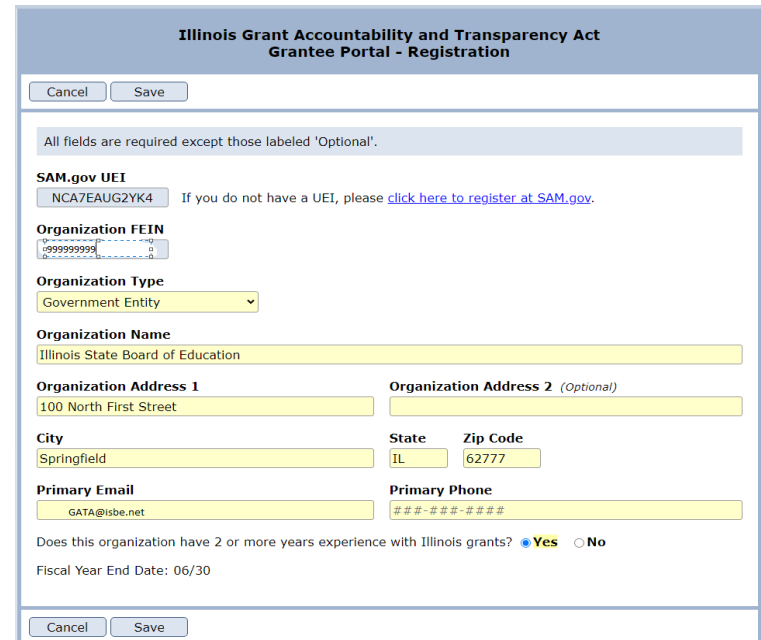
GATA ID: **671341**

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

Contact for assistance: DHS.GrantApp@illinois.gov

You are signed in as: GATAISBETEST

- Review the UEI and click “Cancel” to exit page
 - UEI should never change



The screenshot shows a registration form titled "Illinois Grant Accountability and Transparency Act Grantee Portal - Registration". At the top, there are "Cancel" and "Save" buttons. Below the title, a message states: "All fields are required except those labeled 'Optional'." The form contains several sections:

- SAM.gov UEI:** A text field containing "NCA7EAUG2YK4" with a note: "If you do not have a UEI, please [click here to register at SAM.gov](#)."
- Organization FEIN:** A text field containing "99999999".
- Organization Type:** A dropdown menu with "Government Entity" selected.
- Organization Name:** A text field containing "Illinois State Board of Education".
- Organization Address 1:** A text field containing "100 North First Street".
- Organization Address 2 (Optional):** An empty text field.
- City:** A text field containing "Springfield".
- State:** A dropdown menu with "IL" selected.
- Zip Code:** A text field containing "62777".
- Primary Email:** A text field containing "GATA@isbe.net".
- Primary Phone:** A text field with a mask "###-###-####".

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". Below that is the text "Fiscal Year End Date: 06/30". At the very bottom, there are "Cancel" and "Save" buttons.

GATA Portal Action Items

[Sign out](#)

**Illinois Grant Accountability and Transparency Act
Grantee Portal - Main Menu**

The following items require action

Please [scroll down](#) to the 'Indirect Cost Rates' section to make your ICR election for this fiscal year.

An audit review is pending your action. Please [scroll down](#) to the 'Audit Review' section.

[View](#) Zeela Wilkins (Zeela@ittakesavillagellc.com) is requesting access to this portal.

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 [44 Illinois Administrative Code 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](#)
- [How Do I Update/Renew an Existing Entity Registration in SAM.gov?](#)
- SAM.gov is a **free** service.

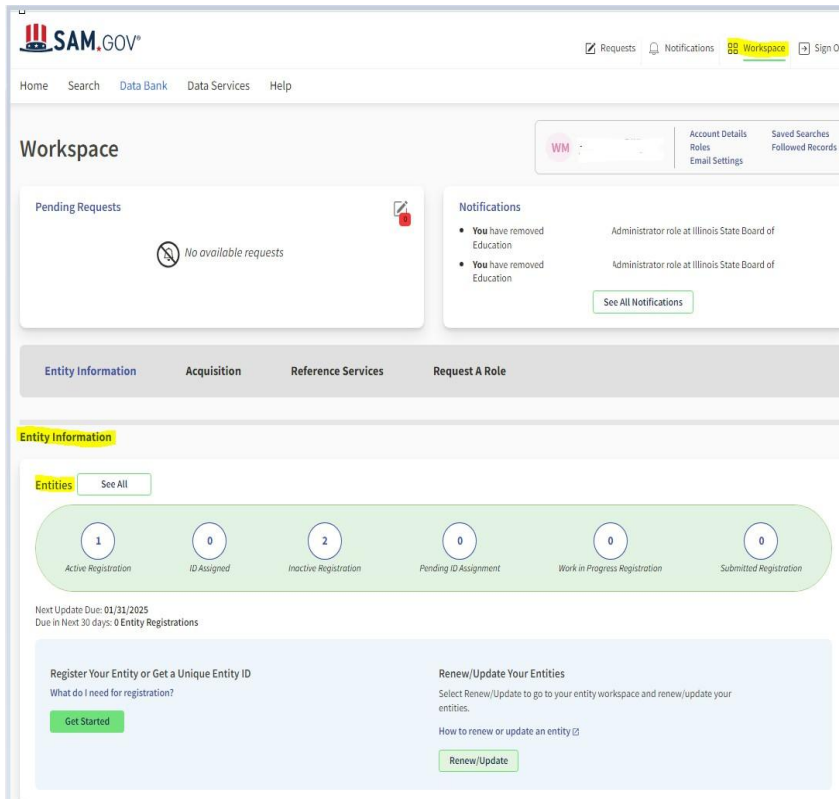
Logging in to SAM.gov

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

The image shows two screenshots of the SAM.gov website. The left screenshot is the SAM.gov homepage, featuring a navigation bar with 'Home', 'Search', 'Data Bank', 'Data Services', and 'Help'. The main content area includes the SAM.gov logo, a '100% Free' badge, and several service categories: 'The Official U.S. Government System for:' (Contract Opportunities, Contract Data, Wage Determinations, Federal Hierarchy), 'Assistance Listings' (Entity Information, Entity Reporting), and 'Register Your Entity or Get a Unique Entity ID' (Get Started, Renew Entity, Check Entity Status). A search bar at the bottom contains the text 'e.g. 1606N020Q02'. A red arrow points from the 'Sign in' button in the top right corner of the homepage to the right screenshot.

The right screenshot shows the Login.gov interface for SAM.gov. It features the Login.gov and SAM.gov logos at the top. Below the logos, there is a message: 'sam.gov is using Login.gov to allow you to sign in to your account safely and securely.' Two buttons are visible: 'Sign in' and 'Create an account'. Underneath, there is a section for 'Sign in for existing users' with a warning message: 'SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account may cause your SAM.gov login to fail.' Below this is a form with fields for 'Email address' and 'Password', and a checkbox for 'Show password'. A 'Sign in' button is at the bottom of the form. At the very bottom of the page, there are links for 'Back to sam.gov', 'Forgot your password?', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

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.

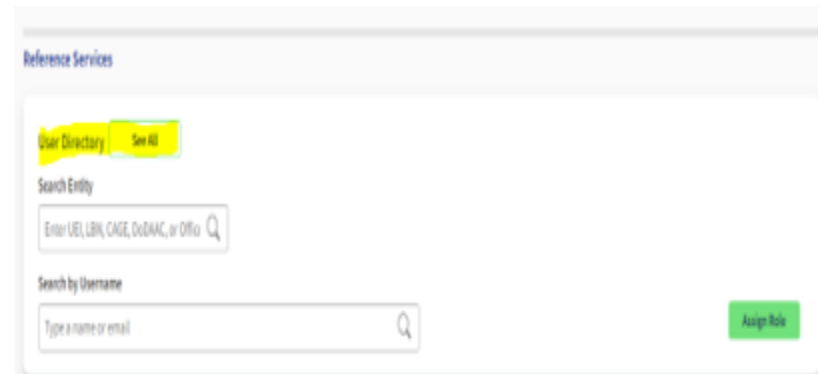


- Click the back arrow



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

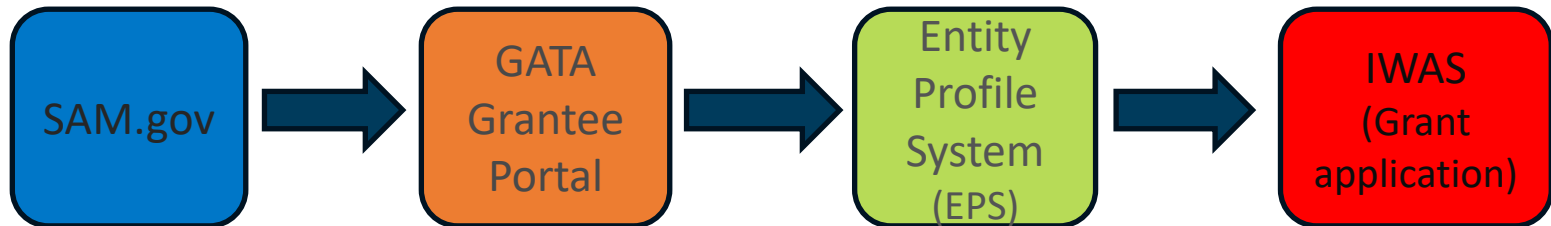


SAM Role Management

- 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	FFATA	Information of Award	Business Needs	Budget Detail	FRA: IRAP Review	GAC Status	Base Logic Control
Status Of State Award				Uniform Grant Agreement					
ICQ Status Grant Information			ICQ Conditions		Business Risk Conditions		Equalization Status		

Grantee Prequalification Status

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

GATA Grantee Prequalification is complete

Yes

GAH Registration Expiration

Date

01/31/2024

ICQ Status

Approved

FRA 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:

1. Grant Accountability and Transparency Act (GATA) Grantee Prequalification must be Yes: <https://seattle.k12.wa.us/gata>
2. System for Award Management (SAM) Registration date must be current: <https://www.sam.gov>
3. Internal Control Questionnaire (ICQ) Status must be Approved.
4. 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

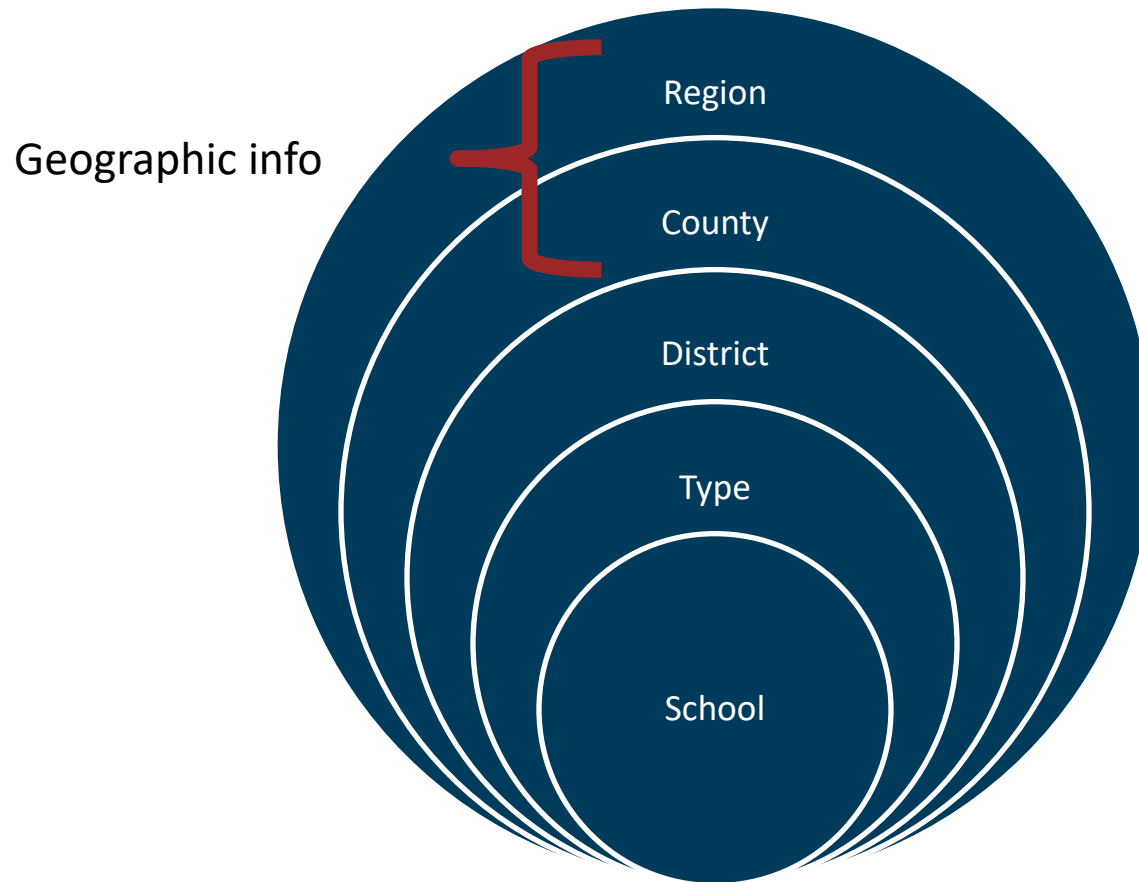
The district/entity assures that this page has been reviewed and the prequalification status is Yes. (Check the box and save the page.)*

*Required field

06/28/2024

RCDTS Codes

RCDTS Code Structure



Example RCDTS Code 1

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 2

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

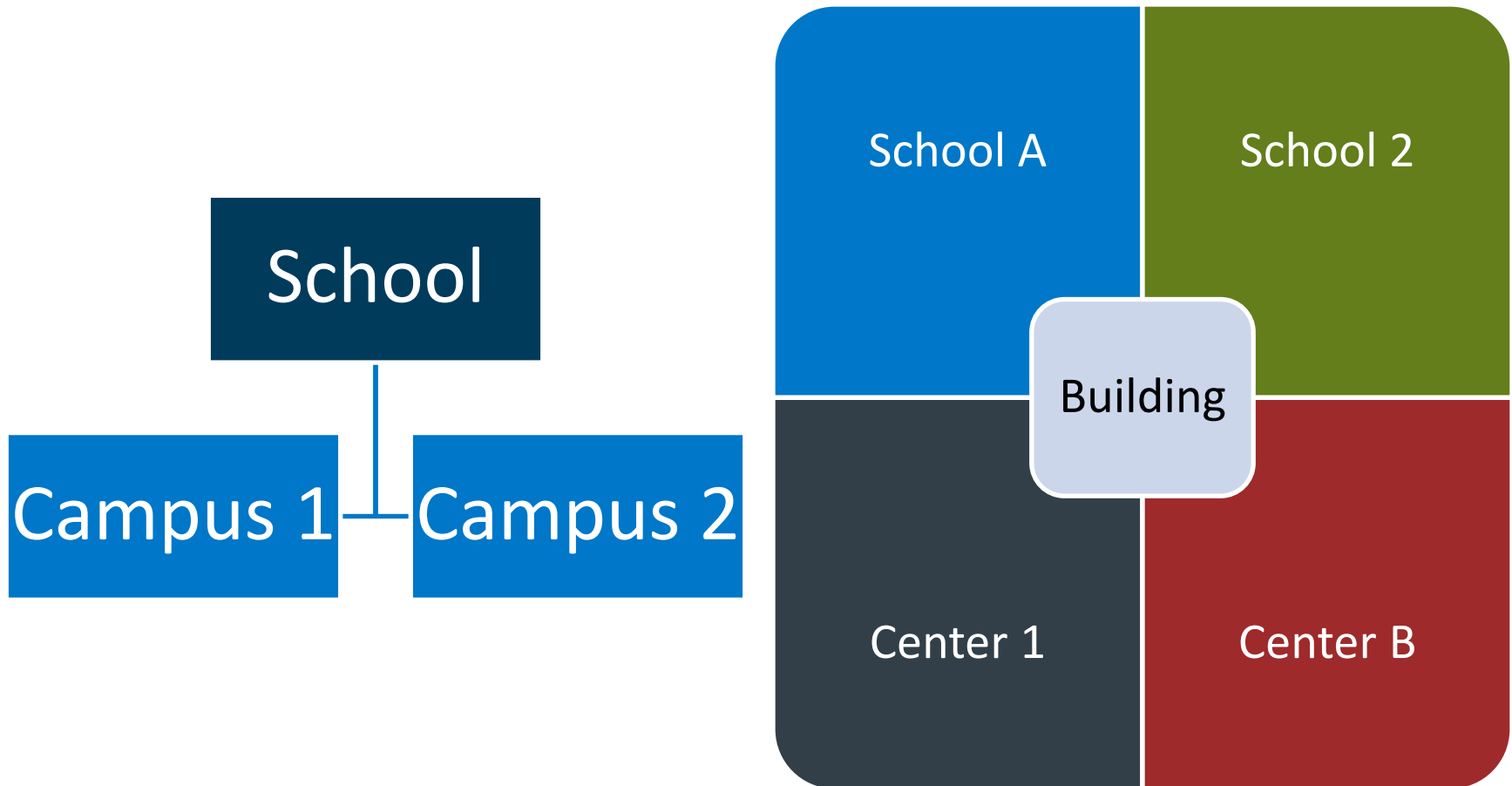
Total RCDTS code: 06-016-4010-26-2003

Example RCDTS Code 3

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

ELIS Login **Already have an account? Login Here :**

Home Login Name

Sign Up Now Password

Get Password Remember Login Name

Contact Us **LOG IN**

Help **Forgot Your Password?**

[IWAS User Guide](#) If you have forgotten your login name or password, click on the link below.

[IWAS Training Video](#) **Find Login/Password**

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

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

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IWAS IWAS IWAS IWAS IWAS IWAS IWAS IWAS IWAS

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!!

System Listing Page in IWAS

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IAWASTRAIN 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

EPS Home 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](#)

Sample Entity Profile

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 0/20/2023 0:13:53 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

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

Entity Attributes

NCES ID (LEA) 0000000

EFE 000

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

Entity Profile System (EPS)

Addresses

Mailing

Sample Address

Phone Numbers

Business (000) 000-0000


Contacts


Editing EPS Information in IWAS


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


EPS NSLP


Entity Profile System (EPS)




Addresses 

Mailing 
Sample Address

Phone Numbers 

Business 
(000) 000-0000












Contacts 

Principal 
Sample Principal
 Address  Phone

Editing Contact

- Click on pencil icon of contact

Contacts

<p>District Superintendent</p> <p>Dr. Jane Superintendent Superintendent jsuperintendent@samplesd.org</p> <p> Address  Phone</p>	 	<p>Homeless Liaison</p> <p>Dr. Jane Superintendent Superintendent jsuperintendent@samplesd.org</p> <p>Business (217) 543-2511</p> <p> Address  Phone</p>	    
---	--	--	--

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

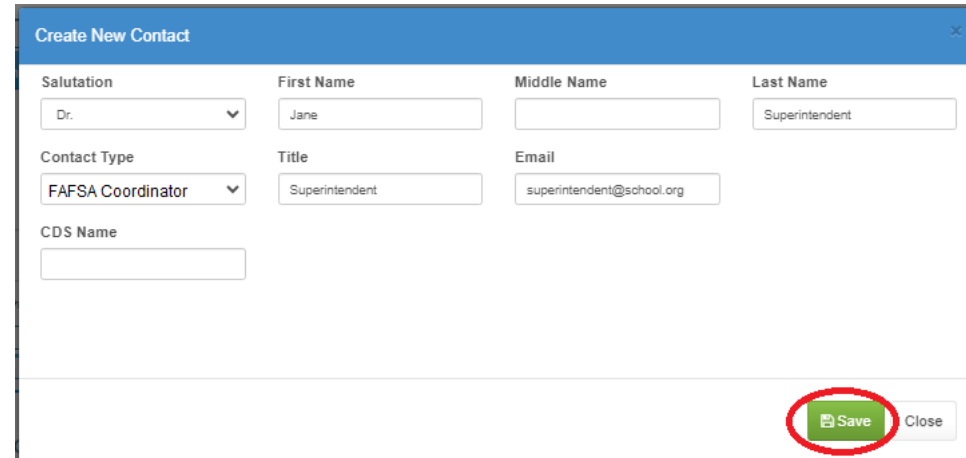
The screenshot shows a form with two fields: 'Contact Type' and 'Title'. The 'Contact Type' field is a dropdown menu currently showing 'Principal'. A red arrow points to the dropdown menu, indicating the action of selecting a different contact type. The 'Title' field is a text input box containing 'Head of School'. The dropdown menu is open, displaying a list of contact types: Foster Care Contact, High School Test Coordinator (repeated five times), Homeless Liaison (repeated two times), IL Assessments of Readiness Coordinator (IAR) (repeated three times), ISA Coordinator (repeated three times), and KIDS Coordinator (repeated two times).

Contact Type	Title
Principal	Head of School

- Foster Care Contact
- High School Test Coordinator
- High School Test Coordinator
- High School Test Coordinator
- High School Test Coordinator
- High School Test Coordinator
- Homeless Liaison
- Homeless Liaison
- IL Assessments of Readiness Coordinator (IAR)
- IL Assessments of Readiness Coordinator (IAR)
- IL Assessments of Readiness Coordinator (IAR)
- ISA Coordinator
- ISA Coordinator
- ISA Coordinator
- KIDS Coordinator
- KIDS 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 and a close button (X) in the top right corner. The form contains the following fields:

- Salutation:** A dropdown menu with "Dr." selected.
- First Name:** A text input field containing "Jane".
- Middle Name:** An empty text input field.
- Last Name:** A text input field containing "Superintendent".
- Contact Type:** A dropdown menu with "FAFSA Coordinator" selected.
- Title:** A text input field containing "Superintendent".
- Email:** A text input field containing "superintendent@school.org".
- CDS Name:** An empty text input field.

At the bottom right of the form, there are two buttons: a green "Save" button with a floppy disk icon and a white "Close" button. 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

Create New Address

Address Type: Delivery

Additional Name:

Street Address: 123 Whoville St

City: Whoville

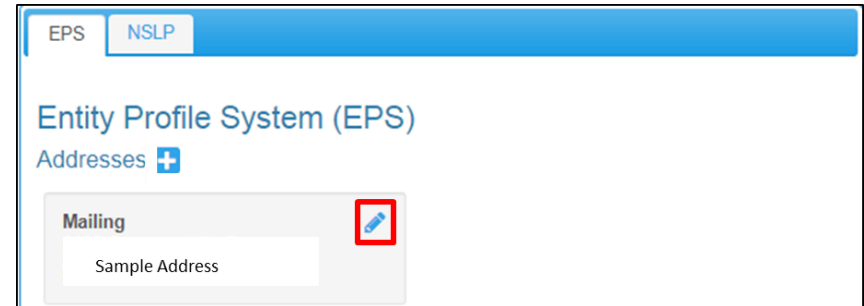
State: Illinois

Zip: 65432

Save Close

Editing Address


- Click on pencil icon to edit selected address



EPS NSLP

Entity Profile System (EPS)

Addresses +

Mailing 

Sample Address

Editing Address, cont.

- 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 (dropdown) | Additional Name:

Street Address: 456 Main Ln | City: Whoville | State: Illinois (dropdown) | Zip: 65432

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	RCDTS	Entity Name	Address For
<input 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

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

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 box highlights the "Website Uri" and "Acc. Plcmt. Policy" fields. The "Website Uri" field contains "http://samplesd.org" and the "Acc. Plcmt. Policy" field contains "http://samplesd.org/advancedplcmt.aspx". Below these are three checkboxes: "Block Schedule?" (checked), "Magnet School?" (unchecked), and "Co Det Center" (unchecked). A section titled "Grades Served" has two rows of checkboxes for grades B-3, P, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12. The "Current:" row has checkboxes for 6-12 checked. The "Changes to Current:" row has checkboxes for 6-12 checked. A note at the bottom of the section reads: "Note: when changing grades served - Fill in all grades served not just changes." At the bottom right of the form are "Save" and "Close" buttons.

Editing Grades Served

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

Edit EPS Information

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.

Edit EPS Information

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 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"/>	<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.

Editing Other EPS Information

- Block Schedule
- Magnet School
- County Detention Center

Edit EPS Information

Website Uri:

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.

Save Changes

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

Edit EPS Information

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

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

Entity Attributes

NCES ID (LEA) 0000000
EFE 000
To request a change to Entity Attributes, please email us at: help@isbe.net

Entity Profile System (EPS)

Addresses

Mailing

Phone Numbers

Business

Contacts

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

Entity Attributes

NCES ID (LEA) 0000000
EFE 000

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

Entity Profile System (EPS)

Addresses

Phone Numbers (000) 000-0000

Contacts

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

Making Major Changes in EPS

For Public Schools & Districts

Types of Major Changes

- Changing RCDTS code
- Entity Addition
 - Opening/adding/reopening an entity
- Entity Closure
 - Closing an entity
- Grade Change
 - Except for pre-K and B-3

Categories 2 and 4 Major Change Forms – Policy

- Go to [EPS webpage](#) and download the forms provided
 - The major change forms include additions, closures, grade changes, and RCDTS changes.
- Answer all the questions for each change form required and send them to EPSchange@isbe.net as a PDF
 - Please do not fill out the forms by hand.

Categories 2 and 4 Major Change Form – Location

- The major change forms can be found on ISBE's [EPS webpage](#).

DATA & ACCOUNTABILITY

ENTITY PROFILE SYSTEM (EPS)

The Entity Profile System (EPS) serves as the directory for Illinois schools and districts. All other IWAS systems are populated with information entered in EPS. Since the information is publicly reported and used for other systems as well as notifications for webinars, due dates, etc., it is essential that EPS stay updated with current information.

All EPS information is compiled into an Excel workbook that is updated nightly and available publicly. The EPS Guide explains how to access EPS and update entity information. The Guidelines, Change Procedures, and ISBE Gatekeepers document provides instruction for making changes to your profile in EPS. It also provides the contact person that can assist you with any questions regarding changes.

Webinars

Public District Major EPS Change Request Forms

- Entity Addition
- Entity Closure
- Grade Change
- RCDTS Code Change

Answering Major Change Questions

Your answers **should**:

- Have the correct school or entity names and, if possible, their respective RCDTS codes
 - The RCDTS code makes it easier to confirm information.
- Be accurate and complete, but not necessarily long

Answering Major Change Questions

Your answers **should not**:

- Contain inaccurate information
- Have typos in school names, entity names, and RCDTS codes
 - This makes it difficult to confirm information.
- Be incomplete or unclear
 - Clear and precise answers help to make for an efficient review process.

Categories 2 and 4 Major Change Forms – Example Explanations

- School building renovations
- New program opening
- Shifting schools to larger or smaller grade spans

All Other Categories

- Please continue to send your major change requests to EPSchange@isbe.net.
 - Ensure that they are on official organization letterhead

Making Major Changes on Letterhead

For categories 3, 5, 6, 7, 9, A, B, C, D, E, G

- Send a letter on official organization letterhead to EPSchange@isbe.net with:
 - Organization's name and RCPTS code
 - Major change request (closure, addition, name change, changing grades served)
 - As much detail as possible
- PDF preferred
- Gatekeepers for your respective category will contact you.

Resources

- [EPS Webpage](#)
 - [Directory of Educational Entities](#)
 - [EPS User Guide](#)
 - [Gatekeeper List](#)
 - [Keys to Coding](#)

Contacts

- Data Strategies and Analytics
 - 312-814-9192
 - General questions: DataHelp@isbe.net
 - EPS-related questions: EPSchange@isbe.net
- IWAS Technical Issues
 - 217-558-3600
 - [ServiceNow](#)



Questions?

Thank you