



How to upload a new Board Informative Document

Note: Uploading a new document will post a **new Board Informative document** in the system. If you need a document to be **revised**, please refer to the “Upload Revision to a Document” guide. Board Informative Documents do not require a Document Number; please make sure that the Document Title contains the complete subject of the Board Informative.

The Board Informative Document Upload, Approval and Release follow the same workflow as the regular upload for bulletins, reference guide, and memorandums in eLibrary and the following roles are needed as well.

Roles: (Contributors, Owners, Final Approvers)

There are three roles that allow you to upload, approve or reject documents in eLibrary

Contributors

Contributors can upload documents and change a document from Work In Progress to Owner Review.

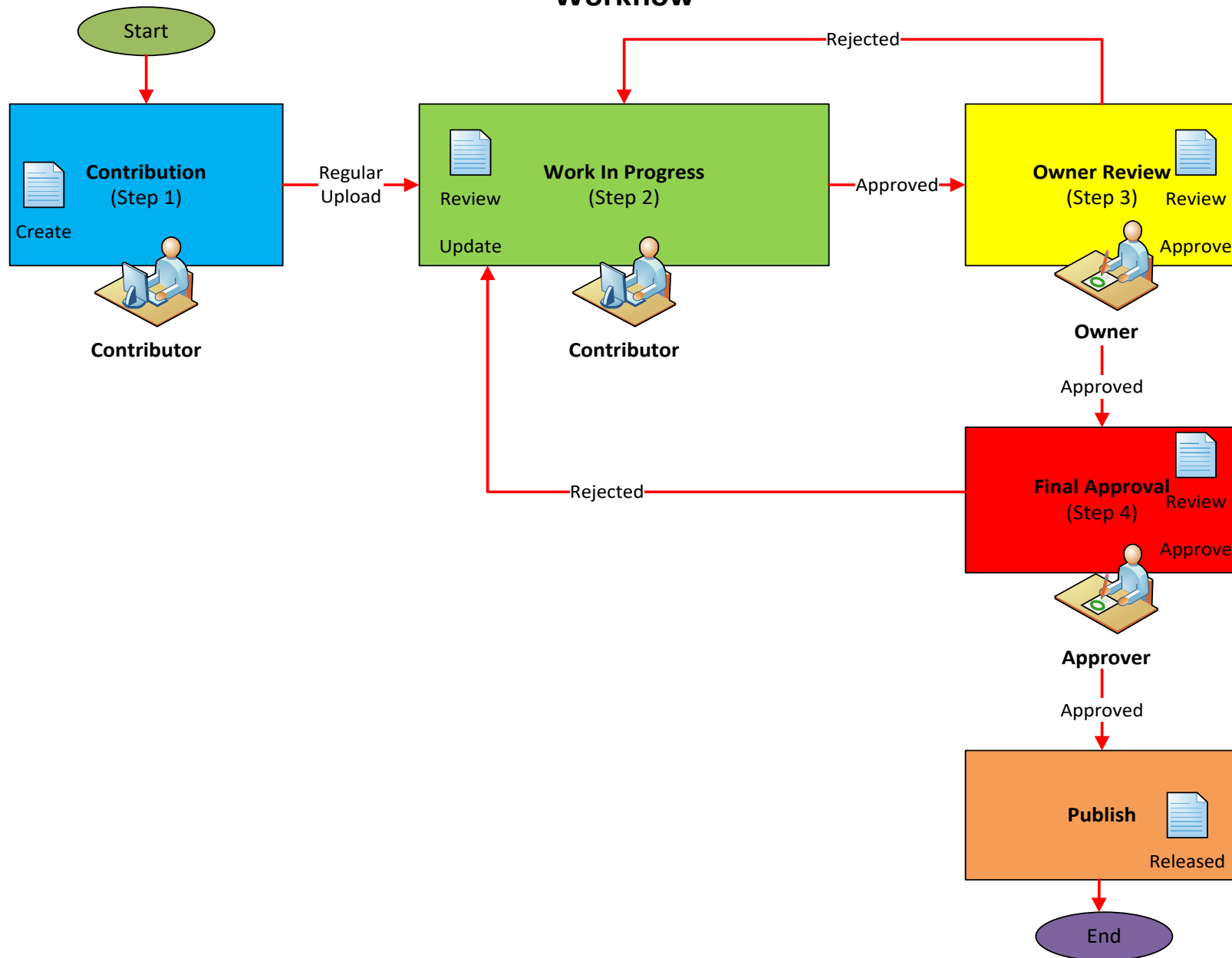
Owners

Owners have all the permissions of Contributors with the addition to change the status to Final Approval or send the document back to “Work In Progress”.

Approvers

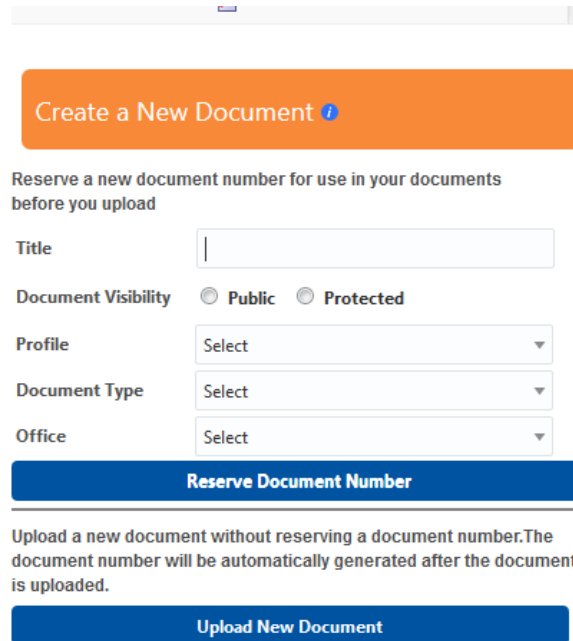
Approvers have the permissions to change the status of a document to Rejected or Approved for Posting. This role is mainly maintained by the Superintendent’s Office.

Board Informative eLibrary Workflow



Uploading a Board Informative Document

1. Access eLibrary using the URL: <https://my.lausd.net>
2. Login with your full email address and SSO password
3. Go To Dashboards
4. Click “**Upload New Document**” in the “Create a New Document” area (Lower Left Corner)



The screenshot shows a web interface for creating a new document. At the top, there is a navigation bar with a dropdown menu. Below it is a prominent orange button labeled "Create a New Document" with a small blue icon. Underneath the button, there is a section titled "Reserve a new document number for use in your documents before you upload". This section contains several form fields: a text input for "Title", radio buttons for "Document Visibility" (with "Public" selected), and three dropdown menus for "Profile", "Document Type", and "Office". Below these fields is a blue button labeled "Reserve Document Number". Underneath this button, there is a paragraph of text: "Upload a new document without reserving a document number. The document number will be automatically generated after the document is uploaded." At the bottom of this section is another blue button labeled "Upload New Document".

5. **Profile:** “Regular Upload” (Automatically selected)
6. **Document Type:** Select “Board Informative”
7. **Sub Type:** Select “Board Informative”

Upload Document [X]

Is Open data Documnet

*Profile Regular Upload

*Document Type Board Informative

*Sub Type Board Informative

*Title

*Office Select

Summary

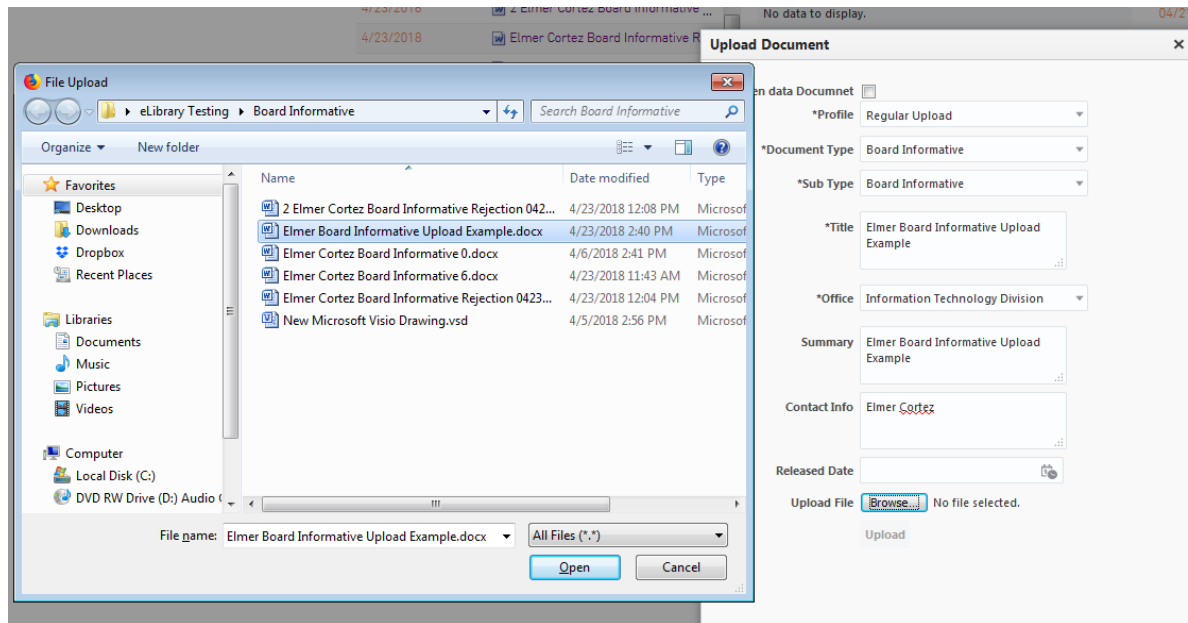
Contact Info

Released Date

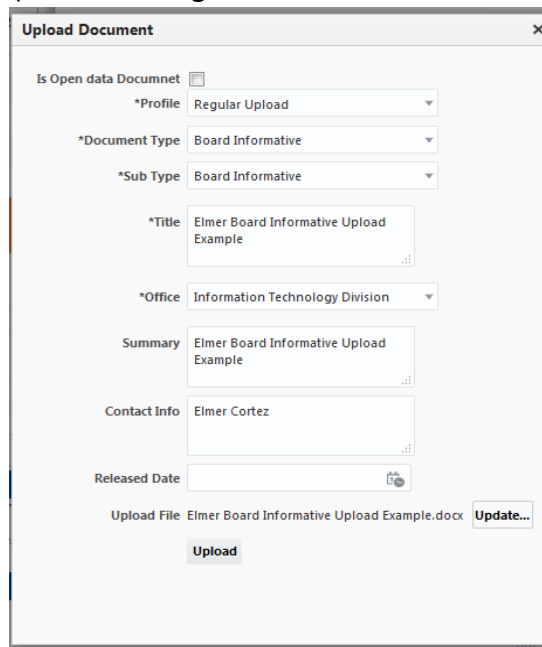
Upload File No file selected.

Upload

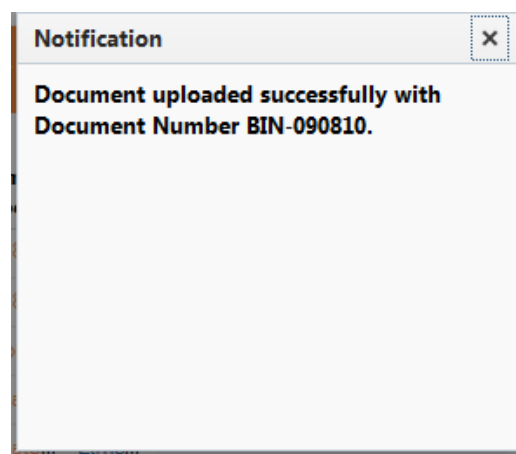
8. **Title:** Enter the title of your document or enter the subject of the Board Informative Document
9. **Office:** Select your office (Issuing Organization)
10. **Summary (Optional):** Enter a Summary or Description of the document
11. **Contact Info:** Add the contact information for this document
12. **Release Date:** Select current date or enter if this will be a future Specific Release Date
13. Click “**Browse**” to search for the file to be Uploaded
14. Select the File to be Uploaded and Click “**Open**”



15. Click **“Upload”** at the bottom of the screen (Note: You might need to use the scrolls bar on the right side to see the **“Upload”** button)



16. Click the X on the top right corner to Close the Message Box indicating that the document has been uploaded Successfully



17. Once you have received the message above indicating that you have successfully uploaded a “**Board Informative**”, your document has been placed in “Content In Workflow”. That means that from here on the workflow is taking place starting with you, the Contributor.
18. After the document is uploaded, the Owner must login to the system to review and approve or reject the document. Please refer to the “How do I approve or reject a document” in the eLibrary User Guide for more details. Once the Owner click “Approve,” the Board Informative document will be available for “Final Approval” and processing in the Superintendent’s Office.
19. **VERY IMPORTANT:** When a Board Informative has been approved by the Superintendent’s office for release, an automatic e-mail notification will be sent to Board members, Superintendent, Chief of Staff, Superintendent’s Office Executive Coordinator, Chief Academic Officer, General Counsel, and Executive Officer of the Board only. The Contributor of the Board Informative will also receive an automatic email notification that the Board Informative has been released. **The Contributor must notify appropriate staff that the Board Informative is approved and ready to be e-mailed to Board members and selected senior staff, following the same distribution process.** If the Contributor is unaware of the e-mail distribution process, he/she should consult with the designated Owner or administrator in charge for this information.

For questions regarding approval, release, and e-mail distribution of the Board Informative document, please e-mail jasmin.velasco@lausd.net or contact the Superintendent’s Office at (213) 241-7000.

Access to the Board Informative documents in the E-library system is restricted to selected staff only. Please make sure that you submit timely update of the E-library designations for your division or office. Please submit updates to <https://achieve.lausd.net/elib-request> or e-mail eLibrarySupport@lausd.net.