



Upload New Document

Access the eLibrary using this URL: <https://my.lausd.net>

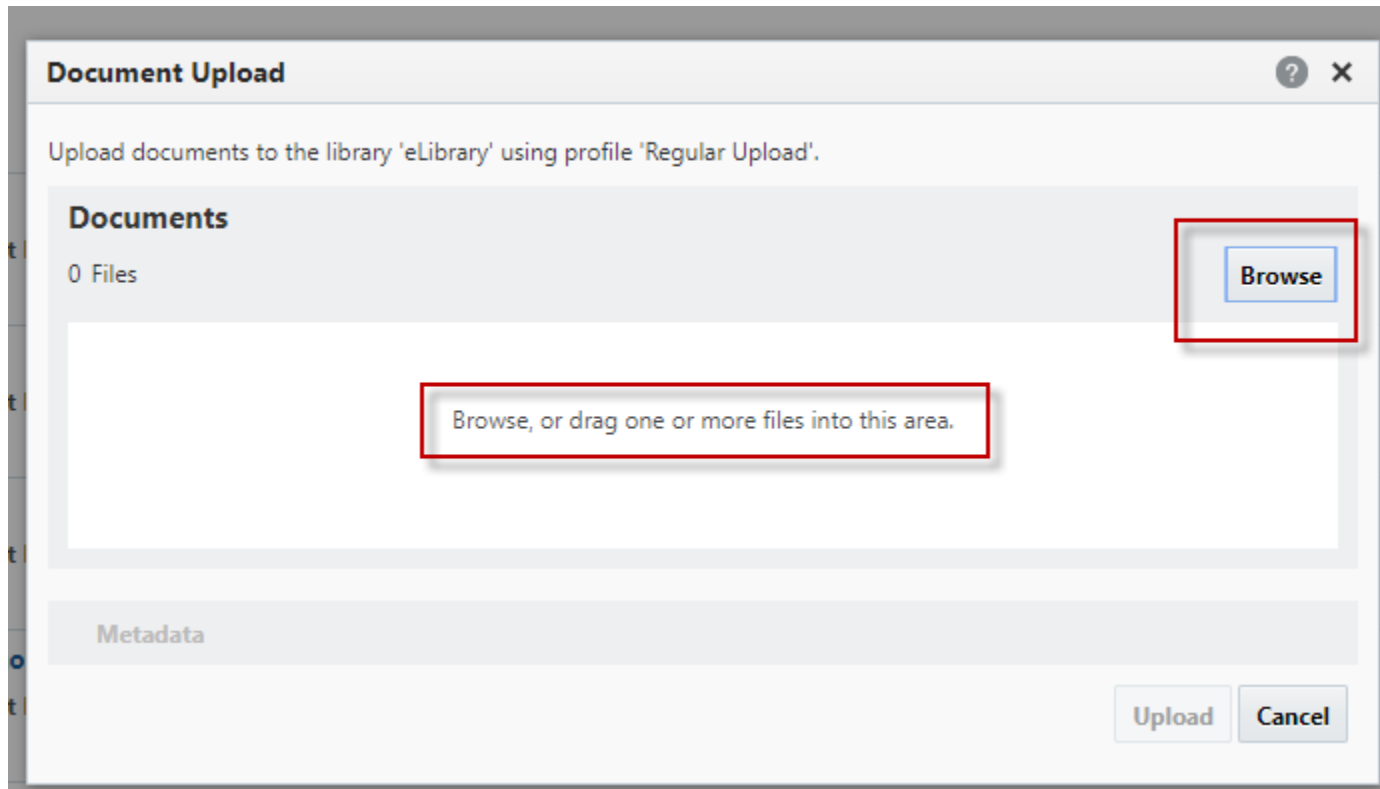
Login with our SSO full email address.

Note: Uploading a new document will generate a new document number. If you need to preserve the document number and only want to create a revision, please refer to the “Upload Revision to a Document” guide.

Click on “Upload” and select “Regular Upload”.

A screenshot of the eLibrary web application interface. At the top right, it says "SCHOOLWIRES3 TEST". The navigation bar includes "Home", "Documents", "Bulletins", "Memorandums", "Reference Guides", "Templates and Forms", and "Help". The main content area shows a list of documents with columns for "Owner" and "Last Modified". An "Upload" button is visible, and a dropdown menu is open, showing three options: "Standard Check-In", "Quick Upload", and "Regular Upload". The "Regular Upload" option is highlighted with a red box.

Select "Browse" or drag a file to the content area.




Fill in all required fields in the Metadata section.

Document Upload

Upload documents to the library 'eLibrary' using profile 'Regular Upload'.

Documents

1 File - 12 KB approximate total (12 KB received) Browse

 Test document - elibrary40.docx (12 K...	Ready	x
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Metadata

* Type: <No Selection>

* Title: Test document - elibrary40

Author: Schoolwires1 Test

* Document Visibility: Public

* Release Date: 10/10/2017 3:38 PM

Comments:

Upload Cancel

Metadata

Revision Number: 0

* Issuing Organization: <No Selection>

Summary:

Major Change:

Upload Cancel

Type: Bulletin, Memorandum, Reference Guide

Title: Title of the document

Revision Number: Leave as 0 for new documents. Increment revision number by 1 for revisions.

Example: MEM-1234.1 change revision number to 2

Document Visibility:

Public– Anyone can see the document

Protected – Requires SSO login to view document

Issuing Organization: – Your department for which document is being issued.

Note: You can only upload documents to Issuing Organizations you have access to.

Click on Upload when all required fields are populated.