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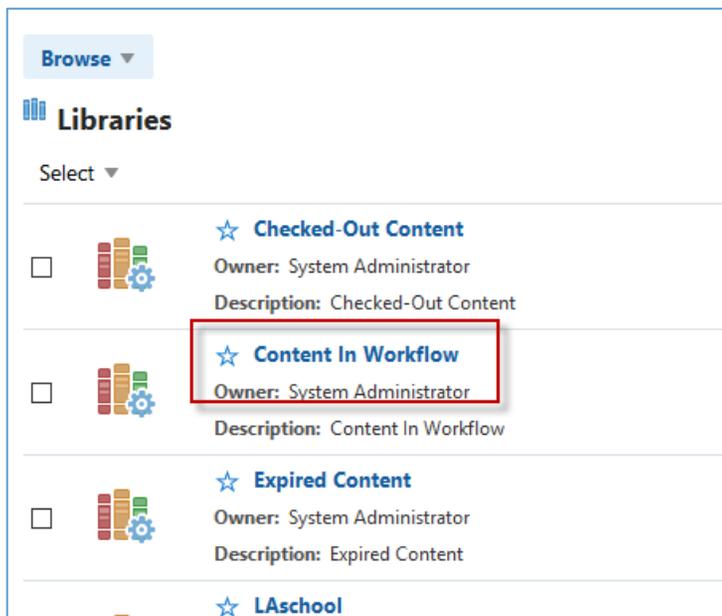
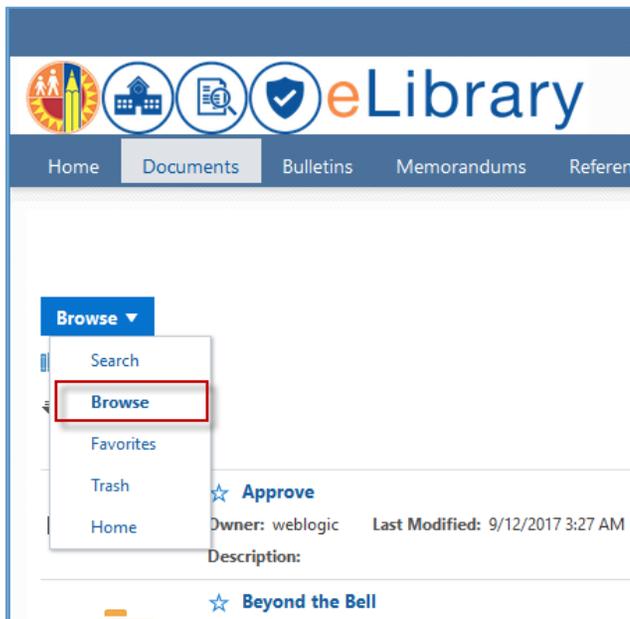
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To create a revision to an existing document, you must **CHECK IN** a new copy. Selecting "Upload" will create a brand new document.

Documents can be revised while in workflow or a new revision can be uploaded to replace an outdated policy that was previously published. Revising an existing document will preserve the document number and allow the contributor to increment the revision number.

To locate a document that is currently in workflow:

Click on "Browse" from the left search menu and select "Content in Workflow" and click on the document link to enter preview mode.



If a document was previously published and you would like to upload a revision to replace that document, perform a search using the standard search bar. Click on the document title to enter preview mode.

Search

Searching Documents

Select

- [Memo 6901 TestingCenterAssignments_20170814.pdf](#)
Author: weblogic Release Date: 8/14/2017 12:00 AM
Comments: MEM-6901.0.0 Testing Center Assignment
- [Final CA 10-891.pdf](#)
Author: CIRA.ZAMORA Release Date: 3/6/2012 12:00 AM
Comments: CA 10-891.0.0 Morlin Asset Management, LP
- [final for printer.pdf](#)
Author: PTL_EP Release Date: 11/1/2003 12:00 AM
Comments: Handbooks-131709.0 Guide to Schools and Offices 2003-04

3 items 1 25

Once in Preview Mode, select "Check In".

Calendar of Commemorative Dates and Observances, School Year 2017-18

Summary Metadata Security **Preview**

1 / 26 92%

LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

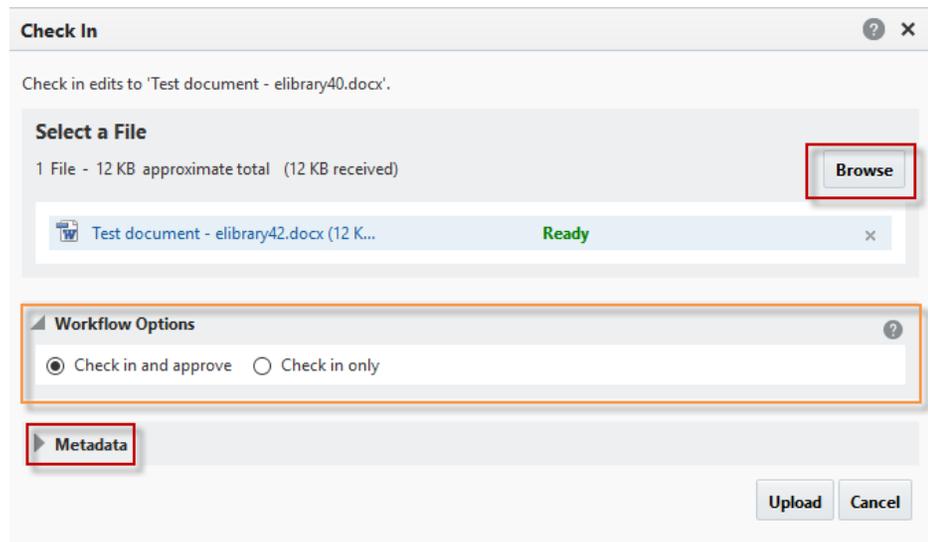
TITLE:	Calendar of Commemorative Dates and Observances, School Year 2017-18	ROUTING All Schools All Employees
NUMBER:	MEM-54667	
ISSUER:	Earl R. Perkins, Associate Superintendent Division of District Operations	
DATE:	June 19, 2017	
PURPOSE:	The purpose of this Memorandum is to assist in the planning of school and work events. The increasingly pluralistic population of the United States creates diverse working and learning communities. LAUSD offers this Calendar of Commemorative Dates and Observances as a tool to enhance mutual understanding, respect, awareness and sensitivity among various religious, ethnic and cultural groups, to be a resource for schools to incorporate these dates into their instructional activities, and for reference in scheduling.	

Click on “Browse” and locate the document. Click on the Metadata link to expand the metadata section.

NOTE: You will only see the “Workflow Options” section if you are revising a document that is currently in workflow, otherwise that section will be hidden.

“Check in and approve” will upload the document and immediately approve it for review by the document Owner.

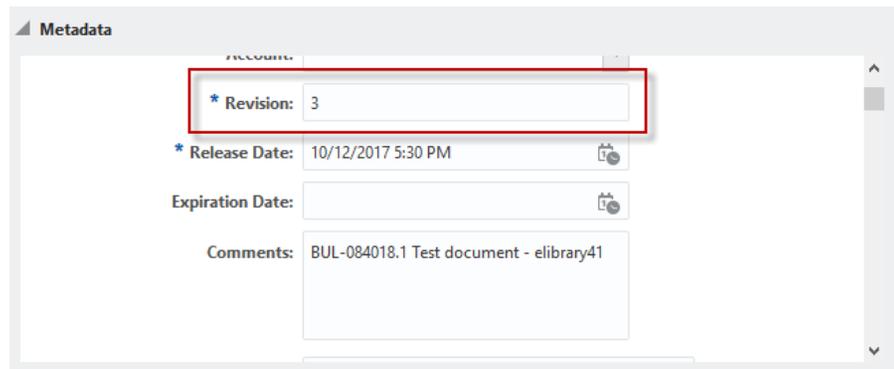
“Check in only” will upload the document but will keep the item in the Contributor’s workflow queue for additional updates such as adding attachments. This will require the Contributor to approve the document later once it is ready for Owner Review.



Increment the Revision Number field if this is a revision to an existing document. The revision number will be appended to the document number. Example:

Document number: REF-1234

Revision Number: 1 ← increment to 2. This will make the revised document number: REF-1234.2



Update the remaining metadata fields as needed and click on “Upload” when finished.

Note: The “Document Visibility” field cannot be changed once a document is in workflow. It can only be changed during the initial upload when revising a document that was previously published.

Metadata

* **Type:** Bulletins

* **Title:** Test document - elibrary42

Author: Schoolwires1 Test

Document Visibility: Public

* **Release Date:** 10/10/2017 4:58 PM

Comments: BUL-084224.0 Test document - elibrary40

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