E-RATE PRODUCTIVITY CENTER (EPC) TRAINING SITE ENTITY PROFILE SET-UP

Below are instructions for setting up your entity profile(s) so that you can begin your training.

ACCOUNT FOR A SCHOOL DISTRICT WITH THREE SCHOOLS

You first need to set the urban/rural status for each of the schools in the school district.

1. After logging in to EPC, go to **My Landing Page**. Under the **My Entities** section you will see your school district and three schools.
2. Click on the name of the first school. You will be brought to the organization profile page for that school.
3. Click on the **Manage Organization** button at the top of the page and scroll through the profile to the **User Entered Urban/Rural Status** radio buttons. Select either **Urban** or **Rural** and click **Submit**.
4. On the following page enter a nickname for this school and click **Submit**.
5. Repeat steps 2 and 3 for your other two schools.
6. Go back to **My Landing Page** and click on your school district name. You will be brought to your school district organization profile page.
7. Click on **Discount Rate** on the top of the page to see a chart with your discount, urban/rural, and National School Lunch Program (NSLP) information.
8. After you have set the urban/rural status for all three schools, you can begin changing information practicing filing forms.

ACCOUNT FOR AN INDEPENDENT SCHOOL

You first need to set the urban/rural status for your school.

1. After logging in to EPC, go to **My Landing Page**. Under the **My Entities** section you will see your independent school.
2. Click on your school name. You will be brought to the organization profile page for your school.
3. Click on the **Manage Organization** button at the top of the page and scroll through the profile to the **User Entered Urban/Rural Status** radio buttons. Select either **Urban** or **Rural** and click **Submit**.
4. On the following page enter a nickname for your school and click **Submit**.
5. Go back to **My Landing Page** and click on your school name. You will be brought to your school organization profile page.
6. Click on **Discount Rate** on the top of the page to see a chart with your discount, urban/rural, and National School Lunch Program (NSLP) information.
7. After you have set the urban/rural status, you can begin changing information practicing filing forms.

ACCOUNT FOR A LIBRARY SYSTEM WITH TWO LIBRARIES

You first need to set the urban/rural status for each of the libraries in the library system. You must also choose one library as the main branch and identify the public school district in which that library is located.

1. After logging in to EPC, go to **My Landing Page**. Under the **My Entities** section you will see your library system and two libraries.
2. Click on the name of the first library. You will be brought to the organization profile page for that library.
3. Click on the **Manage Organization** button at the top of the page and scroll through the profile to the **User Entered Urban/Rural Status** radio button. Select either **Urban** or **Rural**.
4. Then, under the **Library Information** section, select **Main Branch**. In the **Search for School Districts** section, enter "10551" in the name search field, click on the **Search** button, check the box next to "School District 10551," and click **Submit**.
5. On the following page enter a nickname for your library and click **Submit**.
6. Go back to **My Landing Page**, click on the second library, repeat step 3 above and click **Submit**.
7. On the following page enter a nickname for this library and click **Submit**.
8. Go back to **My Landing Page** and click on your library system name. You will be brought to your library system organization profile page.
9. Click on **Discount Rate** at the top of the page to see a chart with your discount, urban/rural, and the National School Lunch Program (NSLP) information for School District 10551 (where your main branch is located).
10. After you have set these items, you can begin changing information and practicing filing forms.

ACCOUNT FOR AN INDEPENDENT LIBRARY

You first need to set the urban/rural status for your library. You must also choose your library as the main branch and identify the public school district in which your library is located.

1. After logging in to EPC, go to **My Landing Page**. Under the **My Entities** section you will see your independent library.
2. Click on your library name. You will be brought to the organization profile page for your library.
3. Click on the **Manage Organization** button at the top of the page and scroll through the profile to the **User Entered Urban/Rural Status** button. Select either **Urban** or **Rural**.
4. Then, under the **Library Information** section, select **Main Branch**. In the **Search for School Districts** section, enter "10551" in the name search field, click on the **Search** button, check the box next to "School District 10551," and click **Submit**.
5. On the following page, enter a nickname for your library and click **Submit**.
6. Go back to **My Landing Page** and click on your library system name. You will be brought to your library system organization profile page.
7. Click on **Discount Rate** on the top of the page to see a chart with your discount, urban/rural, and the National School Lunch Program (NSLP) information for School District 10551 (where your main branch is located).
8. After you have set these items, you can begin changing information and practicing filing forms.