

Enterprise Data Exchange

Instructions on how to upload

- **Who has access to upload?:** Principal, AP, or Email-Sub Admin
- **What type of files can I upload?:** excel or .csv

STEP 1: visit ezaccess.lausd.net

STEP 2: Select “Enterprise Data Exchange”

Enterprise Data Exchange



[File Upload/Download Manager](#)

STEP 3: Use the dropdown menu to select your school



Los Angeles Unified School District
EZ Access Request System

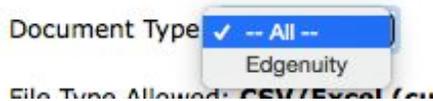
Last Successful Login: 11/1/2015 9:08:22 PM



Enterprise Data Exchange File Upload/Download Manager

School: Local District:

STEP 4: Under Document Type, select “Edgenuity”



STEP 5: Select “CHOOSE FILE” to locate your file from your computer and attach. Then, click on “UPLOAD”

File Type Allowed: CSV/Excel (current limit 3 MB)

Choose File no file selected

Upload

STEP 6: If your file is now displayed in the table, you have successfully completed your file upload. Your IT Specialist will receive an automated response notifying them of your upload.

File	Document Name	School	Uploaded	Downloaded	
	LDNW-Virtual Batch-10.31.15v1	Monroe SH	pablo.miramontes 11/1/2015 6:03:50 PM	<input type="checkbox"/>	Delete