



LAUSD E-LIBRARY GETTING LINKS TO DOCUMENTS

The purpose of this document is to show how to get the URL link to an e-Library document for such cases as to post it on a web page, e-mail to someone, etc.

Note: The link will always show the latest published version of the document. So, you will not have to worry about displaying an expired or no longer relevant version of the document.

1. Access the E-Library using this URL: <https://my.lausd.net>
2. Perform a Search for your document, see FAQ guide “How do I perform a search?” located on this page <https://achieve.lausd.net/Page/13555>
3. On the search result page find your document and click on the title in bold blue text (see the red box in the screenshot below for an example).

Search ▼ Memorandums x ▼ 🔍

🔍 Searching Documents Sort By ▼ View ▼ 🔄

	MEM-6535.2 WASC Reimb.pdf		
Author: Danila, Marie Release Date: 9/6/2017 10:04 AM Comments: MEM-1336040.2 WASC Accreditation Funds			
	MEM 6918.0 PRESS.docx		
Author: weblogic Release Date: 9/4/2017 12:00 AM Comments: MEM-6918.0 Special Education Parent Workshops for 2017-2018			
	1125032.DOCX		
Author: weblogic Release Date: 8/30/2017 12:00 AM Comments: MEM-6854.1 Reporting Schools for Advanced Studies (SAS) Student Participation in MISIS			

4. You should see a web page similar to the one below, click on the link icon (see red box below).

[Back](#)

MEM-6535.2 WASC Reimb.pdf

Summary Metadata **Preview**

1 / 5 100%

**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

5. A pop-over page should appear with the URL link marked as View Document (see red box below). This is the URL link to use.

Note: By default the option “Latest Released Revision” is selected. This URL will always point to the latest published revision. If you change the option to “The Specific Revision” the URL will change to point to this specific revision even if it expires or is replaced by a newer revision.

The screenshot displays the eLibrary interface. At the top, there are navigation icons for home, search, and security, followed by the 'eLibrary' logo. Below this is a menu with 'Documents', 'Bulletins', and 'Memorandums'. The main content area shows a document titled 'MEM-6535.2 WASC Reimb.pdf' with a 'Back' button and tabs for 'Summary', 'Metadata', and 'Preview'. A document viewer is visible below the tabs, showing page 1 of 5 at 100% zoom. A 'Document Links' pop-over window is overlaid on the right side of the page. The window title is 'Document Links' and it contains the following information:

Links to the document 'MEM-6535.2 WASC Reimb.pdf'

View Document:
<https://my.lausd.net/webcenter/portal/wccdoc?dDocName=1336040>

Download Native File:
<https://my.lausd.net/webcenter/wccproxy/d?dDocName=1336040>

These links point to the latest released revision of the document. As newer revisions are released, the target of these links will automatically change.

Latest Released Revision This Specific Revision

Additional Link:
Not Available