



## Searching

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

Login to the eLibrary using the “Login” link at the top right. The system will prompt you to enter your SSO “User Name” and “Password”:

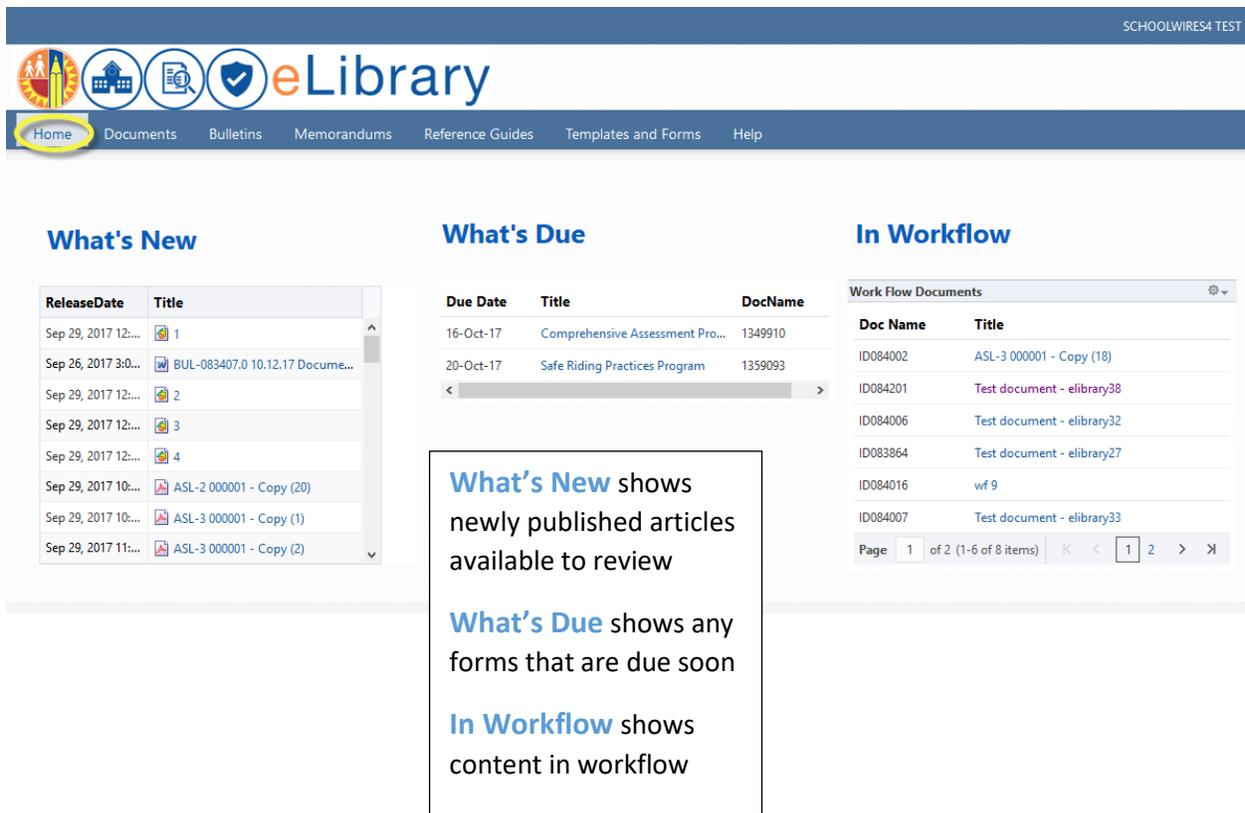
A screenshot of the eLibrary website interface. At the top, there is a dark blue header bar with the "eLibrary" logo on the left and a "LOGIN" link on the right, which is circled in yellow with a blue arrow pointing to it. Below the header is a navigation menu with tabs for "Documents", "Bulletins", "Memorandums", "Reference Guides", and "Templates and Forms". A red-bordered box on the right side of the page contains the text "LOGIN HERE WITH YOUR SSO". The main content area shows a search bar with "LAUSD" entered, a "Sort By" dropdown, and a "View" dropdown. Below these are three sections: "Bulletins", "Memorandums", and "Reference Guides", each with a search icon, owner information ("weblogic"), and a "Last Modified" timestamp of "8/9/2017 1:09 PM", "8/9/2017 1:08 PM", and "8/9/2017 1:08 PM" respectively. Each section also has a "Description:" label and an information icon.

Enter your **full LAUSD email address** for your username and current password and select “Sign In”:



The sign-in page features the LAUSD logo on the left, which includes the text "LOS ANGELES UNIFIED SCHOOL DISTRICT" and "BOARD OF EDUCATION". To the right of the logo, the text "SIGN IN TO LAUSD" is displayed. Below this, there are two input fields: "Full LAUSD e-mail address" and "Password". A blue "Sign In" button is positioned below the password field. At the bottom, a small note reads: "Enter your full LAUSD email address and password to Log In. e.g (msmith@lausd.net, mary.smith@lausd.net)".

After successfully logging in, you will be redirected to e-Library Home Page:



The eLibrary home page has a dark blue header with the text "SCHOOLWIRES4 TEST" on the right. Below the header is a navigation bar with icons for Home, Documents, Bulletins, Memorandums, Reference Guides, Templates and Forms, and Help. The main content area is divided into three sections: "What's New", "What's Due", and "In Workflow".

**What's New**

ReleaseDate	Title
Sep 29, 2017 12:...	1
Sep 26, 2017 3:0...	BUL-083407.0 10.12.17 Docume...
Sep 29, 2017 12:...	2
Sep 29, 2017 12:...	3
Sep 29, 2017 12:...	4
Sep 29, 2017 10:...	ASL-2 000001 - Copy (20)
Sep 29, 2017 10:...	ASL-3 000001 - Copy (1)
Sep 29, 2017 11:...	ASL-3 000001 - Copy (2)

**What's Due**

Due Date	Title	DocName
16-Oct-17	Comprehensive Assessment Pro...	1349910
20-Oct-17	Safe Riding Practices Program	1359093

**In Workflow**

Work Flow Documents	
Doc Name	Title
ID084002	ASL-3 000001 - Copy (18)
ID084201	Test document - elibrary38
ID084006	Test document - elibrary32
ID083864	Test document - elibrary27
ID084016	wf 9
ID084007	Test document - elibrary33

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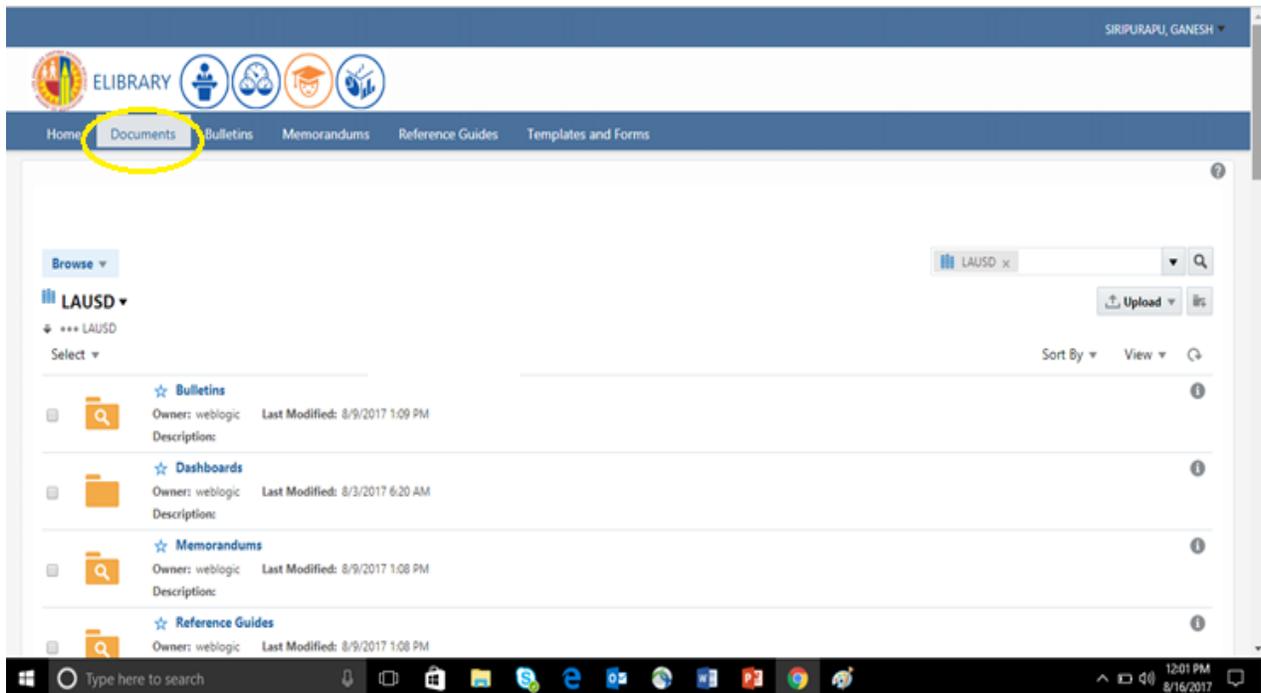
**What's New** shows newly published articles available to review

**What's Due** shows any forms that are due soon

**In Workflow** shows content in workflow

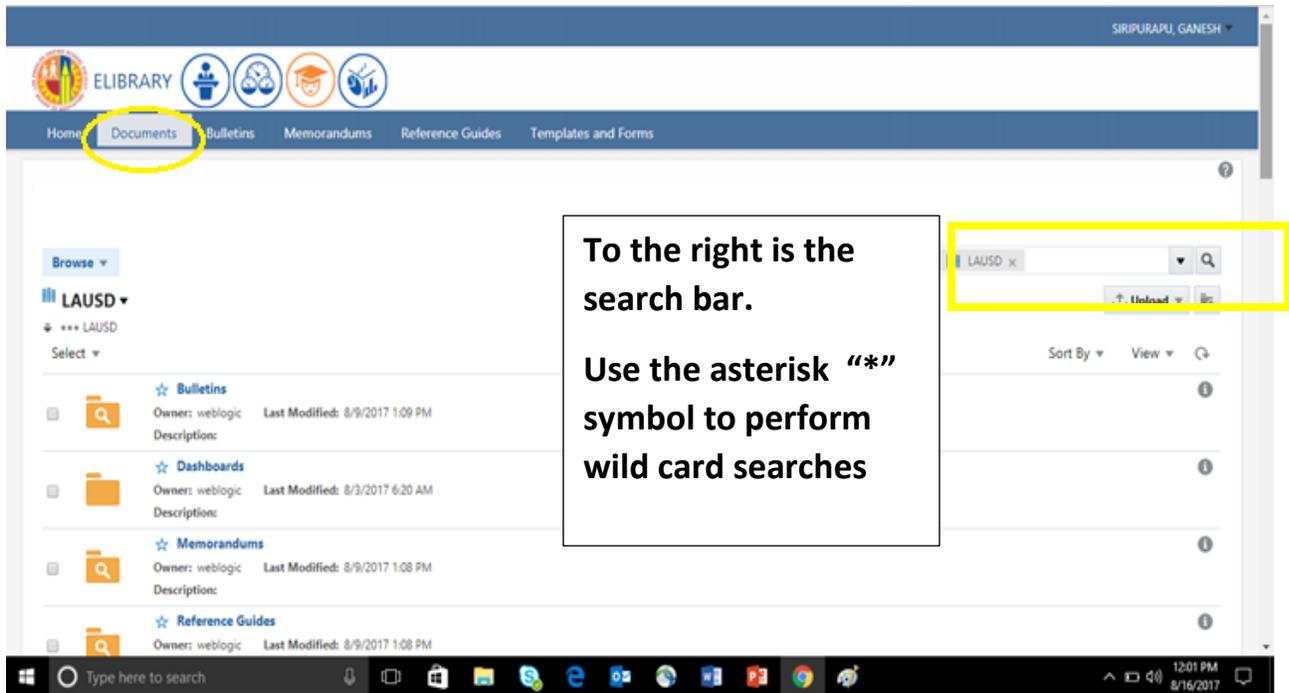
## Search

Navigate to Documents by selecting the “Documents” Tab which was highlighted with yellow circle below:



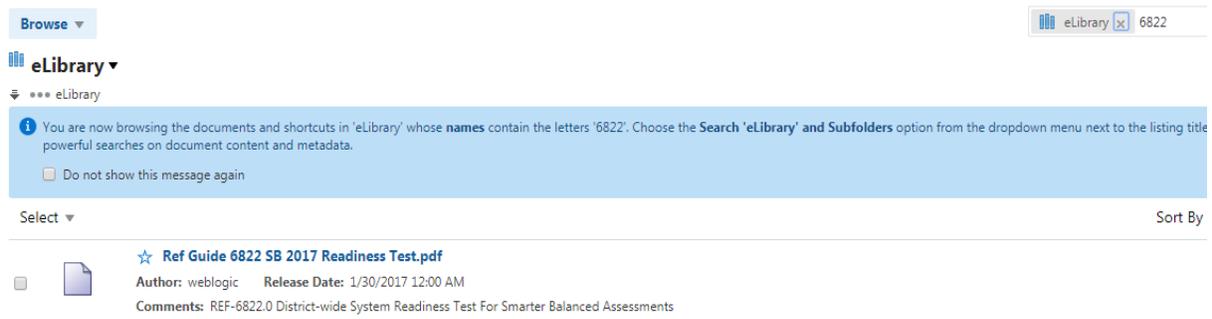
**Note:** All content you are authorized to see will be listed in the “Documents” section

**Note:** You can leverage the search function to locate content based on the content title, the contents of files and even the author of a document. You can search any document by entering a “key word.” All documents will be in the E-Library. It is defaulted into the search window. It’s ok to remove it, but it’s not necessary to have a thorough search.



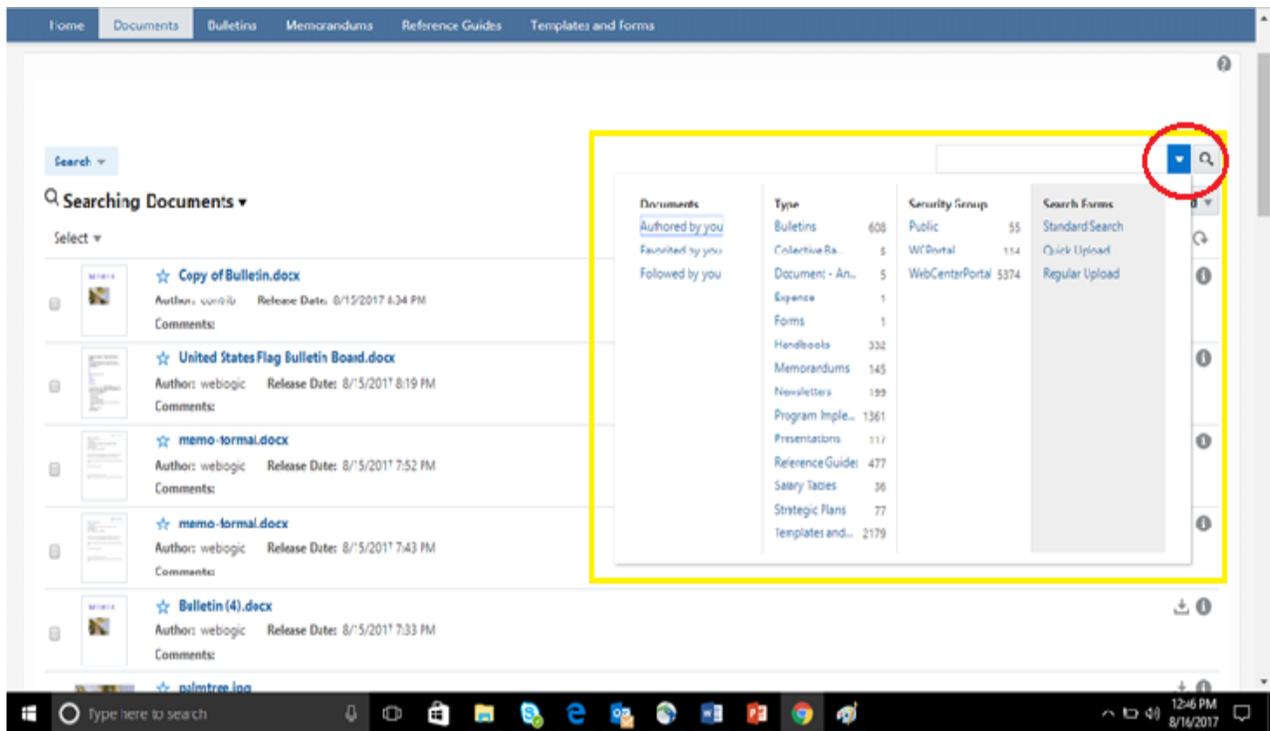
**Note:** Do not use a "." The system thinks a period is a type of search and will return irregular results. You can either put the number in or use an asterisk as a wild card. Use an asterisk "\*" (without quotes) in your search instead to find documents.

Below is an example below of using an asterisk to find all documents that start with the number 6822.



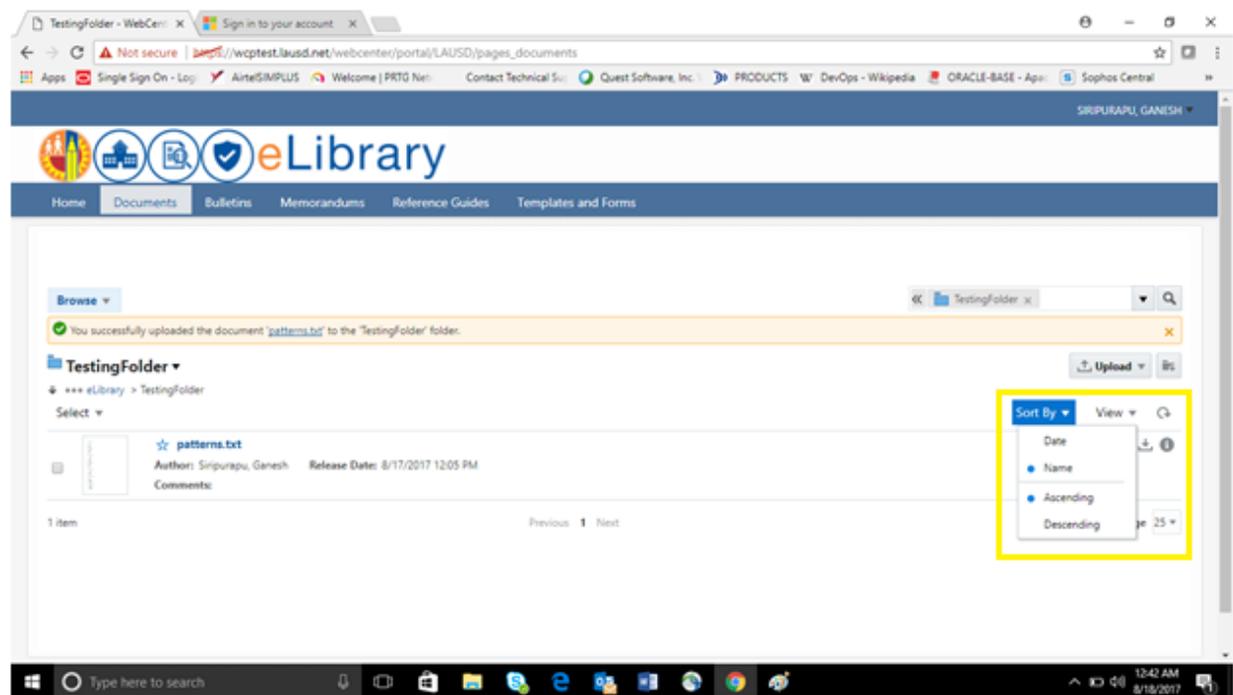
**Note:** The comments of the document will have the Document #.

You can filter your search by selecting the filter categories (by pointing the cursor on the down arrow) as shown below by selecting "magnifying glass" symbol:

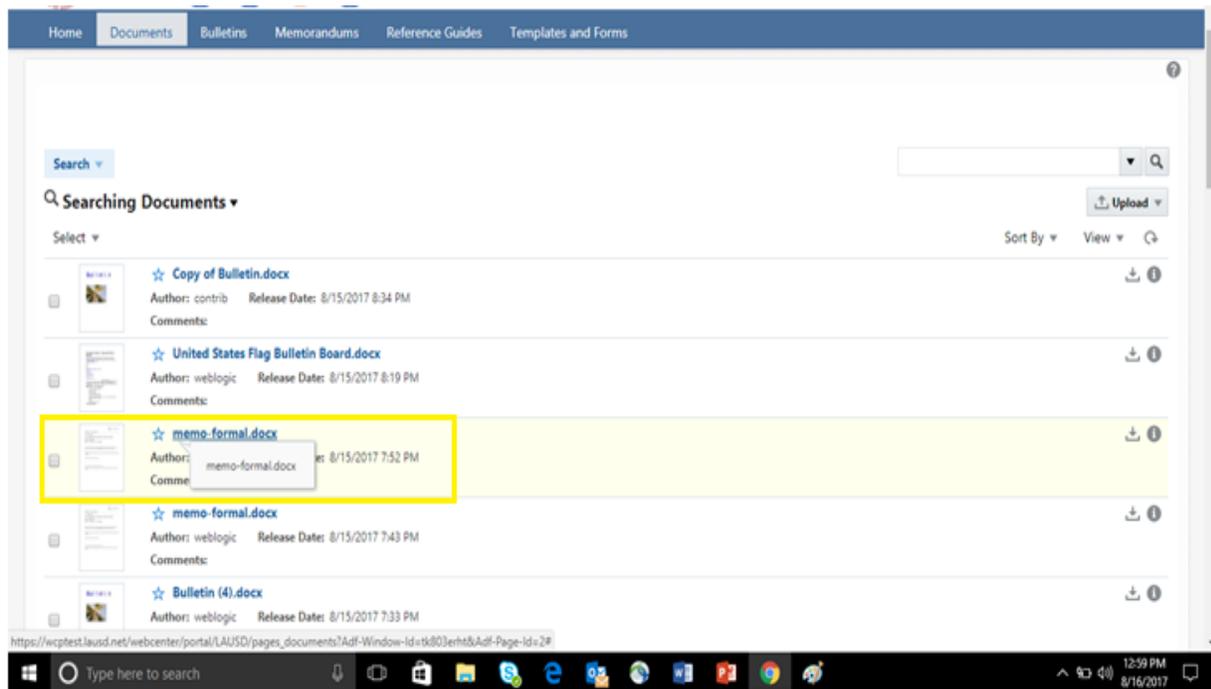


**Note:** If you have made a document a “favorite” or decided to “Follow” a document, you can see a list of those documents here by clicking the hyperlinks “Favorited by you” or “Followed by you.”

The below highlighted areas allow you to change the view of documents. The can be listed by Date or Name.



After successfully searching, you can access the document by selecting the content title (hyperlink) as shown Below:

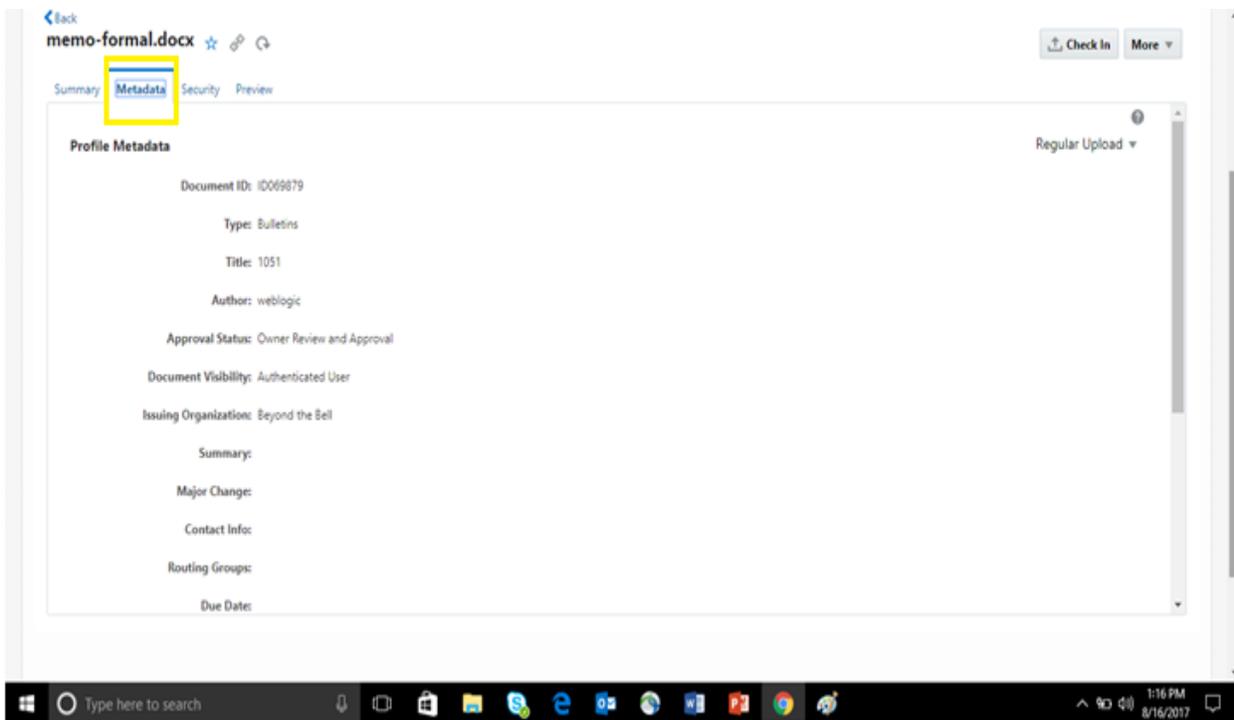


Once you access the document you will be directed to the preview of the document as shown below. Here you can view the content of the document

**Note:** The preview button may not have all the fonts that your document has. In that case, it will default to a simple font. When the document is downloaded, the correct font will be present.



In the "Metadata" tab, you will find the Document ID (which is unique & generated by the system), Document Type, Title, Author, and other content details as shown below:



In the "Summary" tab you can find the summary of the document including modified date, status, comments, and size of the file. You may download the file by selecting the "Download" button as highlighted red in below:

