

Searching

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

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

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Enter your full LAUSD email address for your username and current password and select "Sign In":

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

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Search

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

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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.

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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.

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

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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:

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Profile Metadata	Regular t	Upload v	
Document ID:	ID069879		
Type:	Bulletins		
Title:	1051		
Author:	weblogic		
Approval Status:	Owner Review and Approval		
Document Visibility:	Authenticated User		
Issuing Organization:	Beyond the Bell		
Summary:			
Major Change:			
Contact Info:			
Routing Groups:			
Due Date:			
Due Date:			

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:

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memo-formal.docx (18 KB)				
Title: 1051				
Author: weblogic				
Last Modified: 8/15/2017 8:51 PM				
Status: Released 関				
Comments:				
Profile: Regular Upload				
Type: BUL				
Format: application/vnd.operxmlfor	mats-officedocument.wordprocessingml.docum	int,		
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