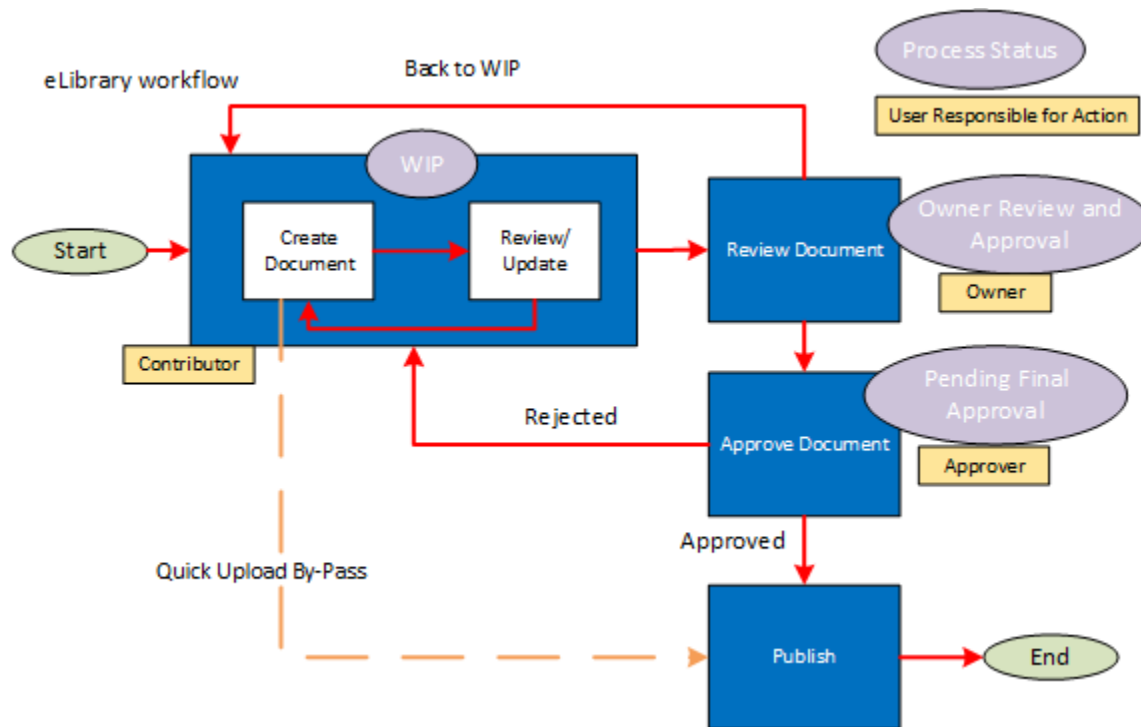


## Document Approval and Rejection

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

Login with our SSO full email address.

All documents must be approved through each step of the workflow.



Workflow items can be accessed 2 ways.

1. On your "Home" tab, locate the "In Workflow" portlet. Click on the document you wish to review.

The screenshot shows the eLibrary website interface. At the top right, there is a user profile dropdown labeled 'SCHOOLWIRES1 TEST'. The main navigation bar includes icons for Home, Documents, Bulletins, Memorandums, Reference Guides, Templates and Forms, and Help. Below the navigation bar, there are three portlets: 'Work In Progress', 'What's Due', and 'In Workflow'. The 'In Workflow' portlet is highlighted with a red border and contains a table of documents. The table has columns for 'Doc Name' and 'Title'. The document 'Test document - elibrary35' is highlighted with an orange box. The portlet also shows a page indicator 'Page 1 of 2' and navigation arrows.

**Work In Progress**

| ReleaseDate         | Title                               |
|---------------------|-------------------------------------|
| Sep 13, 2017 3:1... | Document for Regular Upload         |
| Sep 8, 2017 11:0... | District Framework for Concurr...   |
| Sep 8, 2017 10:5... | Providing Instructional Material... |
| Sep 8, 2017 11:0... | Placement Guidelines English L...   |
| Sep 8, 2017 10:5... | test                                |
| Sep 26, 2017 3:0... | ASL-1 000001 - Copy (4)             |
| Sep 26, 2017 3:2... | ASL-1 000001 - Copy (6)             |
| Sep 12, 2017 1:0... | BB 000001 - Copy (13)               |

**What's Due**

| Due Date  | Title                           | Docl  |
|-----------|---------------------------------|-------|
| 16-Oct-17 | Comprehensive Assessment Pro... | 13495 |
| 20-Oct-17 | Safe Riding Practices Program   | 13596 |

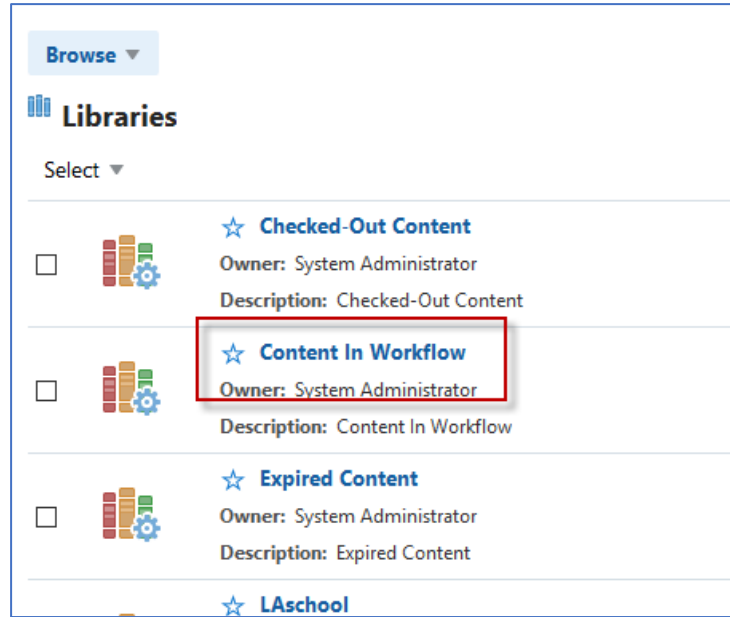
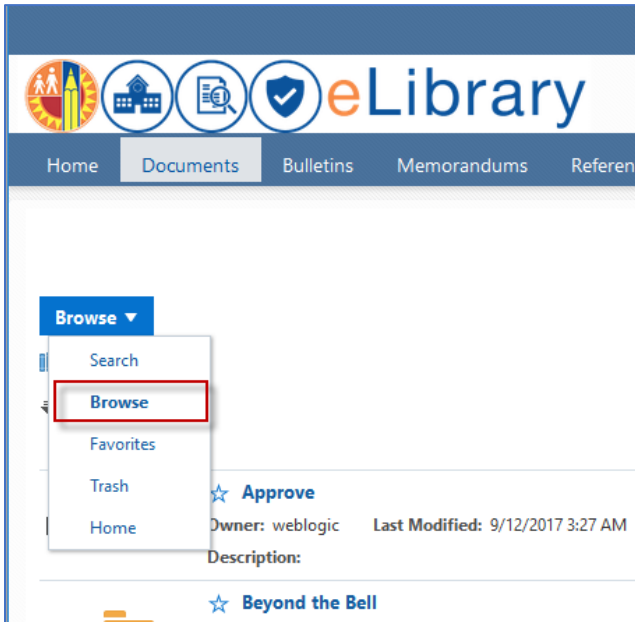
**In Workflow**

Work Flow Documents

| Doc Name | Title                      |
|----------|----------------------------|
| ID084018 | Test document - elibrary41 |
| ID084224 | Test document - elibrary40 |
| ID083868 | ASL-3 000001 - Copy (17)   |
| ID084017 | ASL-4 000001 - Copy (1)    |
| ID083862 | ASL-3 000001 - Copy (7)    |
| ID084019 | Test document - elibrary35 |

Page 1 of 2

2. In the “Documents” tab, click on “Browse” from the left search menu and select “Content in Workflow” and click on the document link to enter preview mode.



Click on "More". Approve or Reject document.

The screenshot displays the eLibrary web application interface. At the top right, the text "SCHOOLWIRES4 TEST" is visible. The main header features the eLibrary logo and navigation tabs for "Documents", "Bulletins", "Memorandums", "Reference Guides", "Templates and Forms", and "Help". Below the header, a document titled "ElibraryTestDoc2.docx" is shown in a preview window. The document content is "Test document for elib". A context menu is open over the document, with the "More" button in the top right corner of the document area highlighted by a red box. The context menu itself has "Approve" and "Reject" options highlighted by red boxes. Other menu items include "Check In New Revision...", "Check Out", "Get Link", "Favorite", "Follow", "Create Shortcut...", "View And Manage Revisions...", "View Shortcuts", and "View Workflow Details".

**NOTE:** All rejected documents go back to the Contributor, regardless if it was rejected by the Final Approver or Owner.