

E-rate Productivity Center (EPC)

The E-rate Productivity Center (EPC) is the new account and application management portal for the Schools and Libraries (E-rate) Program that was introduced beginning in FY 2016. Applicants, consultants, and service providers participating in the E-rate Program must use this tool to submit forms, manage program processes and to submit questions.

Instead of creating online forms directly from the SLD home page, E-rate applicants must log into their EPC portals and create their forms from within each applicant portal.

The Form 470, Form 471, Form 486 and Form 498 are submitted within each applicant's the EPC portal, but the FY 2015 and FY 2016 Form 472 BEAR Reimbursement Forms will be submitted in the legacy system (Apply Online), not in EPC. The Form 500 is currently submitted via paper but the EPC functionality for this form is expected to be available in the coming months.

Each applicant's portal is managed by their Account Administrator (AA). Once the AA has logged in, that person may create new users, and/or assign the account administration responsibility to someone else.

If you are not sure whether your organization's EPC portal has been set up, contact the Client Service Bureau at 888-203-8100 to ask. The following documents in this training manual contain the specific instructions for how to set up your EPC portal, including the following tasks:

- How to Log-In to EPC
- How to Reset your EPC Password
- How to Change Account Administrators (only AA can do)
- How to Establish Users and Give/Change Permissions (only AA can do)
- How to Join Consortia
- How to Add a Consulting Firm (only AA can do)
- How to Update Building Entity Data
- How to Update Connectivity Survey

- See Tab 11: How to Create a Contract Record in the EPC Contract Module

E-rate Program Applicant Training

EPC Fundamentals

September – November 2016

Washington DC • Orlando • Houston • Philadelphia • Minneapolis • St. Louis • Seattle • Los Angeles

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Overview

Overview

- What is EPC?
- What do I need to begin using EPC?
- How do I log in for the first time?
- How do I navigate to and complete the actions I want to take?
- Where can I go for help?

What is EPC?

- EPC is the E-rate Productivity Center – the main point of contact for applicants with the E-rate Program
 - Complete and certify program forms including FCC Forms 498, 470, 471 and 486
 - Obtain the status of applications and requests
 - Submit appeals and post-commitment change requests (e.g., SPIN changes and service substitutions COMING SOON)
 - Receive timely reminders and notifications
 - Respond to PIA questions
 - Ask USAC questions

What do I need to begin using EPC?

- Organization account
 - Independent school
 - Independent library
 - School district
 - Library system
 - Consortium

NOTE: There are also accounts for service providers and for consultants.

- Account administrator

What do I need to begin using EPC?

- Organization account
 - Your organization account contains information about your organization and any related organizations.
 - The information for each organization is located in its profile.
 - Profiles for individual schools are managed through the school district profile.
 - Profiles for library branches are managed through the library system profile.
 - Consortium members manage their own profiles, and the members are listed in the consortium profile.

What do I need to begin using EPC?

- Account administrator
 - The account administrator can:
 - Create other users on the organization account.
 - Assign user rights (permissions) to those users.
 - Full rights – view, complete, and certify program forms, update profile information.
 - Partial rights – view and complete program forms, update profile information.
 - View-only rights – view program forms and profile information.
 - Update his or her own rights.

How do I log in for the first time?

- First, USAC sets up accounts for the following (if they do not already exist):
 - The organization.
 - The individual schools or library branches that belong to the organization, if any.
 - The account administrator.
- The account administrator must go to **portal.usac.org**, create a password, log in to EPC, and accept the terms and conditions of EPC use before he or she can take any actions.
- Account users created by the account administrator must go through the same process (create, log in, accept).



The screenshot shows the USAC UAT portal interface. The top navigation bar includes 'News', 'Tasks (108)', and the user name 'Ane Shelton'. The main content area is divided into several sections:

- Menu Bar:** Located at the top center, containing navigation links like 'Funding Request Report', 'FCC Form 476', 'FCC Form 471', 'FCC Form 488', 'Appeal', 'Manage Users', 'Manage Organizations', 'USAC Website', 'Contact Us', and 'Help'.
- Quick Links:** A dark grey box highlighting the top right navigation area.
- Notifications:** A section with a search filter and a table with columns 'Issued Date', 'Generated By', and 'Generated On'. It currently shows 'No items available'.
- My Entities:** A table listing library systems with columns for 'Number', 'City', 'State', and 'Zip Code'.

| Number | City | State | Zip Code |
|--------|------------|-------|----------|
| | Washington | DC | 20036 |
| | Alexandria | VA | 22287 |
| | Alexandria | VA | 22687 |
| | Alexandria | VA | 23171 |
| | Alexandria | VA | 23189 |
- My Tasks:** A table listing tasks with columns for 'Received', 'Status', and 'Deadline'.

| Received | Status | Deadline |
|------------------------|----------|----------|
| 3/20/2016 7:40 PM EDT | Accepted | |
| 3/30/2016 12:15 PM EDT | Accepted | |
| 4/27/2016 4:04 PM EDT | Accepted | |
| 4/28/2016 2:38 PM EDT | Accepted | |
| 5/10/2016 11:18 AM EDT | Accepted | |
| 5/12/2016 4:58 PM EDT | Accepted | |
| 5/18/2016 9:27 AM EDT | Accepted | |
| 5/23/2016 1:12 PM EDT | Accepted | |
| 5/23/2016 1:13 PM EDT | Accepted | |
| 5/9/2016 2:42 PM EDT | Accepted | |
- Customer Service Cases:** A section with a search filter and a table with columns 'Date Created' and 'Status'. It shows a case created on 5/22/2016 5:40 PM EDT.
- FCC Forms:** A section with a search filter and a table with columns 'Number', 'Funding Year', and 'Status'. It currently shows 'No items available'.

My Landing Page - Navigation

News Tasks (108) Records **Reports** Actions

Menu Bar

- The News tab contains your “letters,” other notifications from USAC (e.g. FCDL), and information on program activities – for example, if someone certifies a form.
- The Tasks tab includes actions for someone in your organization to do, such as respond to PIA requests.
- The Records tab features lists of related groups, such as applicants, service providers, and program forms.

Navigation

News Tasks (108) Records **Reports** Actions

Menu Bar (continued)

- At this point, the Reports tab is limited to landing pages and RAL modification requests, but other reports can be added later.
- Actions include things you can do, such as submitting a customer service request or exporting FCC Form 470 or 471 data.

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Quick Links

- Quick links to actions you can take
 - File a program form (FCC Forms 470, 471, 486)
 - Manage users (edit, create, change permissions)
 - Manage organizations (edit information)
 - Contact us (open a customer service case)

Notes on filing program forms

- FCC Forms 470, 471, 486 can be filed from:
 - The links below the menu bar – OR –
 - The parent organization’s main page (click “Related Actions” and then the appropriate form, or click “FCC Forms” and then the appropriate button at the top of the page)
- FCC Form 498 can be filed from the parent organization’s main page by clicking “Related Actions.”
 - Only the school or library official or general financial contact will be able to see the FCC Form 498 link.

Notes on filing program forms

- FCC Form 472 (BEAR) must be filed in the legacy system (from the [Forms](#) page on the USAC website).
- FCC Form 500 must be filed on paper for now.

Other program forms:

- FCC Form 474 (SPI), a service provider form, must be filed in the legacy system.
- FCC Form 473 (SPAC), a service provider form, must be filed in the [E-File System](#).

Notifications

| | | | |
|-------------------|-----------------------|--------|--|
| Notification Type | FCDL | Status | <input checked="" type="radio"/> All |
| Funding Year | 2016 | | <input type="radio"/> Generated |
| Wave Number | Please select a value | | <input checked="" type="radio"/> Not Generated |

| Notification | Description | Issued Date | Generated By | Generated On |
|--------------|-------------|-------------|--------------|--------------|
|--------------|-------------|-------------|--------------|--------------|

Notifications

- From this section, you can search for, generate, and view notifications such as a Funding Commitment Decision Letter or FCC Form 486 Notification Letter.

My Entities

| Entity | Entity Number | City | State | Zip Code |
|---------------------------|---------------|------------|-------|----------|
| Library System 13001 | 8810 | Washington | DC | 20036 |
| Library 1 In System 13001 | 9077 | Alexandria | VA | 23257 |
| Library 2 In System 13001 | 9079 | Alexandria | VA | 23687 |
| Library 3 In System 13001 | 9081 | Alexandria | VA | 23171 |
| Library 4 In System 13001 | 9083 | Alexandria | VA | 23159 |

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My Entities

- From this section, you can access and edit profile information for each of your entities (individual schools, library branches, non-instructional facilities, annexes).

My Tasks

| Name | Received | Status | Deadline |
|---------------------------|------------------------|----------|----------|
| Edit Form 471 Application | 3/20/2016 7:40 PM EDT | Accepted | |
| Create FCC Form 470 | 3/30/2016 12:15 PM EDT | Accepted | |
| Edit Form 471 Application | 4/27/2016 4:04 PM EDT | Accepted | |

My Tasks

- From this section, you can access tasks that need to be completed, such as certifying a form.
- If you start but do not certify a form, the system will create a task for you to return to and finish your work from where you left off.

Customer Service Cases

| Case ID | Topic | ↑ Nickname | Status | Date Created |
|---------|---------------------|------------|---------|-----------------------|
| 2400341 | FCC Form 472 - BEAR | kuguiyguig | Pending | 6/22/2016 5:40 PM EDT |

Customer Service Cases

- EPC users can file customer service cases, which are requests sent to the Client Service Bureau (our call center).
 - To create a case, go to the Actions tab in the Menu Bar and choose “Contact Us.”
 - You can ask a question, provide information, or make certain requests.

Customer Service Cases

| Case ID | Topic | ↑ Nickname | Status | Date Created |
|---------|---------------------|------------|---------|-----------------------|
| 2400341 | FCC Form 472 - BEAR | kuguiyguig | Pending | 6/22/2016 5:40 PM EDT |

Customer Service Cases

- From this section, you can view a customer service case that you have already submitted, track USAC actions on the case, attach documentation, and/or ask follow-up questions.
- More interactivity is possible than with the Submit a Question function.

| FCC Forms | | | |
|--------------|-----------------------------|--------------|---|
| Form Type | FCC Form 470 | Status | <input checked="" type="radio"/> All <input type="radio"/> Incomplete <input type="radio"/> Certified |
| Funding Year | -- Select a Funding Year -- | | |
| Nickname | Application Number | Funding Year | Status |

FCC Forms

- From this section, you can search for and view program forms started and/or certified by your organization.

How to submit RNL modifications

- USAC issues a Receipt Notification Letter (RNL) in the News feed immediately after an FCC Form 470 is certified.
- Applicants can submit modifications to the form, including adding an RFP document.
- Navigate to the specific form and select the application.
- Under “Related Actions,” choose the specific modification you want to make.
- Complete and submit the information requested.

How to submit RAL modifications

- USAC issues a Receipt Acknowledgment Letter (RAL) in the News feed immediately after an FCC Form 471 is certified.
- Applicants can submit modifications (Submit Modifications).
 - Navigate to the specific form and select it.
 - Under “Related Actions,” choose “Submit Modification Request (RAL).” You can submit one or multiple modifications by navigating to the appropriate section(s) of the request.

How to respond to PIA questions

- During USAC’s review of an FCC Form 471, USAC may have questions for the applicant.
- USAC notifies the applicant of the questions through email to the contact person and an item in the News feed.
- The person who will answer the questions goes to Records and enters the application number to access the questions.
- All questions must be answered before the response can be submitted.

How to submit appeals

- Applicants can appeal a USAC decision.
 - Click “Appeal” in the list of options just under the menu bar on the landing page. -OR-
 - Under the organization’s profile page, click “Related Actions” from the left-hand menu and “Create Appeal” from the list of options.
 - Identify the FRN(s) and provide the information requested.
 - Receipt confirmation sent (COMING SOON)

Where to go for help

- Call the Client Service Bureau at (888) 203-8100 for help with the following:
 - Verifying accounts and account administrators
 - Updating profile information
 - Creating new users and updating existing users
 - Linking organizations
 - General questions about the portal

E-rate Productivity Center: How-To Guide



How to Log into EPC

How to Log-In to EPC

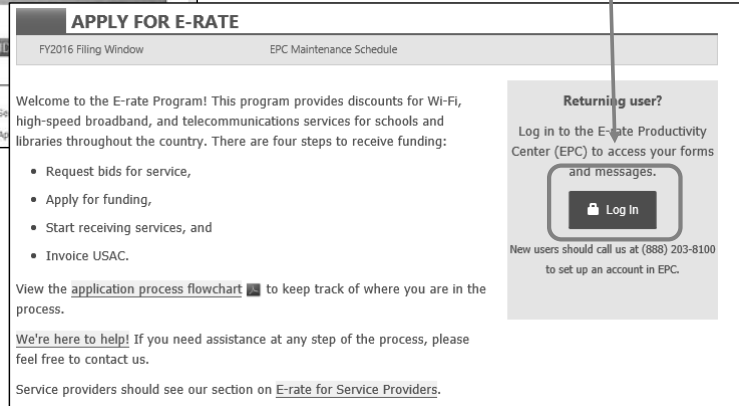


Step 1: Select Apply for E-rate

Step 2: Select Log-In



Step 3: Click "I Agree"



How to Set or Reset EPC Password

How to Set or Reset EPC Password

- Notes: Passwords expire after 60 days, so you'll have to reset your password frequently
- Username is always the lowercase e-mail address of the EPC user




A screenshot of the USAC (United Service Administrative Company) login interface. At the top left is the USAC logo. Below it are two input fields: 'Username' and 'Password'. The 'Username' field contains a vertical cursor. Below the 'Password' field are two buttons: 'Forgot Password' and 'Sign In'. A thin black arrow points from the 'Forgot Password' button to the 'Username' field.

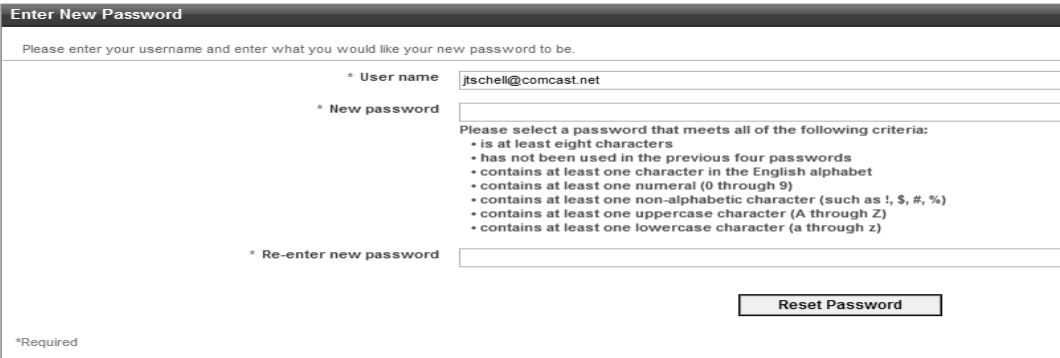
5

How to Set or Reset EPC Password

- The Password Reset Screen will display



A screenshot of the 'Request Password Reset' screen. The title bar reads 'Request Password Reset'. Below the title bar is a text prompt: 'Please enter your username.' There is a single input field containing the text '* Username' followed by 'jtschell@comcast.net'. Below the input field are two buttons: 'Request Password Reset' and 'Cancel'. At the bottom left, there is a '*Required' label.



A screenshot of the 'Enter New Password' screen. The title bar reads 'Enter New Password'. Below the title bar is a text prompt: 'Please enter your username and enter what you would like your new password to be.' There are three input fields. The first is labeled '* User name' and contains 'jtschell@comcast.net'. The second is labeled '* New password'. The third is labeled '* Re-enter new password'. To the right of the second and third fields is a list of password criteria: 'Please select a password that meets all of the following criteria: • is at least eight characters • has not been used in the previous four passwords • contains at least one character in the English alphabet • contains at least one numeral (0 through 9) • contains at least one non-alphabetic character (such as !, \$, #, %) • contains at least one uppercase character (A through Z) • contains at least one lowercase character (a through z)'. Below the input fields is a 'Reset Password' button. At the bottom left, there is a '*Required' label.

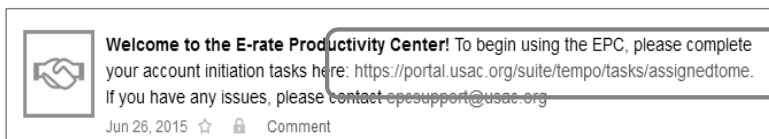
6

How to Accept EPC Terms and Conditions

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How to Accept EPC Terms/Conditions

- If you are logging into EPC for the first time, before you can complete any tasks, you must accept the Terms and Conditions:



Step 1: Click the link



Step 2: Click
"Complete Terms and
Conditions"



Step 3: Scroll
to the bottom
of the
Agreement
and click
"Agree"

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How to Change Account Administrators

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How to Change Account Administrators

Situation A:

- **The previous AA is still at the school or library** (or if you can still ask them to do it even though they no longer work there),

And...

- The new AA is already a User in EPC
- Then... the current AA simply selects > Name of Entity on Landing Page > Related Actions > Modify Account Administrator and selects the User that should be the new AA

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How to Change Account Administrators

My Landing Page



Welcome, CENTRAL DAUPHIN SCHOOL DIST

Step 1: Click on Entity Name



Summary >

News

Related Actions

Customer Service

Additional Information

Discount Rate

Contracts

FCC Forms

Step 2:
Select
Related
Actions

Records / Applicant Entities

#125729 - CENTRAL DAUPHIN SCHOOL DIST Follow



Create a New User

This function allows you to create a user for your entity.



Add or Remove Existing Users

This process allows user to add and remove users from an organization



Manage User Permissions

This function allows you manage the permissions for one or more users.



Manage Organization

This function allows you to update information about an entity or BEN.



Modify Account Administrator

This process allows you to transfer the Account Administrator function to another individual.

Step 3:
Select Modify
Account
Administrator

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How to Change Account Administrators

Situation B

- **The previous AA is still at the school or library** (or if you can still ask them to do it even though they no longer work there),

And...

- The new AA is not already a User in EPC
- Then the current AA selects > Name of Entity on Landing Page > Related Actions > Create New User and enters the new user's information (including giving them Full Rights to all the forms)
- The EPC system will then send an automated e-mail to the new user asking them to log-in to EPC, establish their password, and accept their EPC Terms and Conditions.
- After the new user has done this, the current AA can click on Modify Account Administrator and designate the new user as the new AA.

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How to Change Account Administrators

My Landing Page



Welcome, CENTRAL DAUPHIN SCHOOL DIST

Step 1: Click on Entity Name



Summary >

News

Related Actions

Customer Service

Additional Information

Discount Rate

Contracts

FCC Forms

Step 2:
Select
Related
Actions

Records / Applicant Entities

#125729 - CENTRAL DAUPHIN SCHOOL DIST Follow



Create a New User

This function allows you to create a user for your entity.



Add or Remove Existing Users

This process allows user to add and remove users from an organization



Manage User Permissions

This function allows you manage the permissions for one or more users.



Manage Organization

This function allows you to update information about an entity or BEN.



Modify Account Administrator

This process allows you to transfer the Account Administrator function to another individual.

Step 3: The current AA creates a new user. The new user will receive an e-mail with steps to follow

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How to Change Account Administrators

Situation C

- The previous AA is NOT still at the school or library, USAC must intervene
- The new AA must e-mail the following information to USAC at: sldpr@gdit.com from their school or library's e-mail account
"I am writing to ask to be set up as the new Account Administrator in our EPC Portal. The previous AA has left the organization."
- Name:
- Title:
- Billed Entity Number (BEN):
- Organization:
- Address:
- Phone:
- E-mail:

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How to Change Account Administrators

- USAC will then establish the new AA as a “User” in the organization’s EPC portal and the system will send an e-mail instructing them to log-in to your EPC account and accept the Terms and Conditions
 - Before they can do this, they will have to establish your EPC password which is done by clicking on the “Forgot Password” link on the EPC log-in page
 - Please note that the Terms/Conditions that must be accepted in the portal are not the same as accepting the password terms/conditions.
- After logging in to EPC and accepting the T/Cs, they must send another e-mail to sldpr@gdit.com telling USAC they have accepted your T/Cs, and ask them to set them up as the Account Administrator

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How to Create a New EPC User

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How to Create a New EPC User

- Only the AA can perform this task
- Under Related Actions, select Create a New User

Records / Applicant Entities

#125729 - CENTRAL DAUPHIN SCHOOL DIST Follow



Create a New User

This function allows you to create a user for your entity.



Add or Remove Existing Users

This process allows user to add and remove users from an organization



Manage User Permissions

This function allows you manage the permissions for one or more users.



Manage Organization

This function allows you to update information about an entity or BEN.



Modify Account Administrator

This process allows you to transfer the Account Administrator function to another individual.

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How to Create a New EPC User

- Complete the information form

Create A User for CENTRAL DAUPHIN SCHOOL DIST

User Details

User Type

Applicant

First Name *

Job Title *

Last Name *

Phone Number *

Middle Initial

Phone Extension

Email

Email *

Confirm Email *

will be used as the username for the new account

Address

Address Line 1 *

600 RUTHERFORD RD

County

DAUPHIN

Address Line 2

Zip Code *

17109

City *

HARRISBURG

Zip Code Extension

5227

State *

PA



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How to Create a New EPC User

- Assign the new user their EPC Permissions
 - View only: can only look at forms
 - Partial: can enter data, but can't submit forms
 - Full: can enter data and submit forms

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.

| Apply All | 470 Permission | 471 Permission | 498 Permission | FRN Mod Permission | 486 Permission | Appeals Permission |
|-------------------------------|-------------------------------|-------------------------------|---|-------------------------------|-------------------------------|-------------------------------|
| Full <input type="checkbox"/> | Full <input type="checkbox"/> | Full <input type="checkbox"/> | School or Library Official <input type="checkbox"/> | Full <input type="checkbox"/> | Full <input type="checkbox"/> | Full <input type="checkbox"/> |

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How to Create a New EPC User

- The new User will then receive an automated e-mail from EPC asking them to log-in and accept their Terms and Conditions
 - Note: After the new User clicks on the link in the e-mail, they only have 15 minutes to accept the T/Cs

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How to Change Users' Permissions

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How to Change Users' Permissions

- Only the AA can perform this task

Records / Applicant Entities

#125729 - CENTRAL DAUPHIN SCHOOL DIST [Follow](#)



Create a New User

This function allows you to create a user for your entity.



Add or Remove Existing Users

This process allows user to add and remove users from an organization



Manage User Permissions

This function allows you manage the permissions for one or more users.



Manage Organization

This function allows you to update information about an entity or BEN.



Modify Account Administrator

This process allows you to transfer the Account Administrator function to another individual.

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How to Join a Consortium

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How to Join a Consortium




- In order for an entity to participate in an E-rate consortium, they must be “linked” to that consortium in EPC
- This linkage may be done by the school/library or by the consortium lead

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How to Join a Consortium



Summary >
News
Related Actions
Customer Service Cases
Related Entities
Consulting Firms
Consortia Organizations
Modifications
FCC Forms 470

-  **Create a Customer Service Case**
This function allows you to submit a question about an E-rate form or topic, or an attachment.
-  **Manage General Contact**
This function allows you to designate the general contact for your entity.
-  **Manage Organization Relationships**
Process to relate an Organization to another Organization

How would you like to manage your organization relationships?

How to Add a Consulting Firm

How to Add a Consulting Firm

- Only the AA can perform this task



Summary >

News

Related Actions

Customer Service Cases

Related Entities

Consulting Firms

Consortia Organizations

Modifications

FCC Forms 470



Create a Customer Service Case

This function allows you to submit a question about an E-rate form or topic or an attachment.



Manage General Contact

This function allows you to designate the general contact for your entity.



Manage Organization Relationships

Process to relate an Organization to another Organization

Manage Organization Relationships

Please make a selection below to add or remove an organization relationship

How would you like to manage your organization relationships?

Remove a Relationship

Sign up for a Consortium

Add a Consulting Firm

How to Add a Consulting Firm

- Enter one piece of search criteria, or click search to see all consultants based in your state

Add a Consulting Firm

Please enter search criteria below and hit search to continue

Which organization are you looking for?

CRN Search

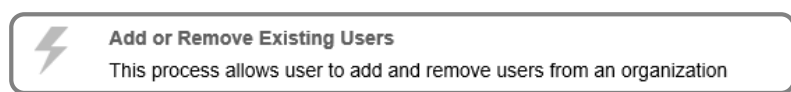
Name Search

State Search

Zip Code Search

How to Add a Consulting Firm

- After you have selected the Consulting Firm, you must next add the actual consultant (person) with whom you are working as a User in your organization
- Select > Related Actions > Add Existing Users to search for the person's name



How to Update Building Entity Data

How to Update Building Entity Data

- From EPC Landing Page, look under Entities
- Select the building whose data you would like to modify
- If you have more than 5 buildings, scroll through the list
 - (You can sort)

My Entities

| Entity |
|--------------------------------|
| CENTRAL DAUPHIN SCHOOL DIST |
| MIDDLE PAXTON ELEM SCHOOL |
| NORTH SIDE ELEMENTARY SCHOOL |
| CENTRAL DAUPHIN MIDDLE SCHOOL |
| E H PHILLIPS ELEMENTARY SCHOOL |

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How to Update Building Entity Data

- Click Manage Organization in the top right to view the page and edit data
- This is the page where you will update enrollment/NSLP data each year

Records / Applicant Entities

#18066 - MIDDLE PAXTON ELEM SCHOOL [Follow](#)

[Manage Organization](#)

Organization Details

| | | | |
|-------------------------|---------------------------|----------------|--------|
| Name | MIDDLE PAXTON ELEM SCHOOL | Applicant Type | School |
| Entity Number | 18066 | Status | Active |
| FCC Registration Number | 0012727954 | | |

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How to Update Building Entity Data

Modify An Organization

| | | | |
|--|---------------------------|--|-----------|
| Name * | MIDDLE PAXTON ELEM SCHOOL | Organization Type | Applicant |
| Physical Address | | | |
| Address Line 1 * | 931 PETERS MOUNTAIN RD | County | DAUPHIN |
| Address Line 2 | | Zip Code * | 17018 |
| City * | DAUPHIN | Zip Code Extension | 9387 |
| State * | PA | Click the button below to get standard USPS address | |
| | | <input type="button" value="Verify My Address"/> | |
| Latitude / Longitude | | | |
| User-entered Latitude ? | | Latitude ? | |
| User-entered Longitude ? | | Longitude ? | |
| | | <input type="button" value="Lookup Urban/Rural Status"/> | |
| Urban/Rural | | | |
| User Entered Urban/Rural Status | | Urban/Rural Status ? | |
| <input checked="" type="radio"/> Rural | | <input type="radio"/> Rural | |
| <input type="radio"/> Urban | | <input type="radio"/> Urban | |
| | | Unable to determine your status. Please enter Urban/Rural manu | |

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How to Update Building Entity Data

School Information

| | | | |
|---|--|--|------|
| School Sub-Type * | <input checked="" type="radio"/> Public School <input type="radio"/> Private School | Is this school part of a school district? | Yes |
| Check All That Apply | <input type="checkbox"/> Pre-K <input type="checkbox"/> Head Start <input type="checkbox"/> Adult Education <input type="checkbox"/> Juvenile Justice <input type="checkbox"/> Dormitory | <input type="checkbox"/> Charter School <input type="checkbox"/> Tribal School <input type="checkbox"/> New Construction School <input type="checkbox"/> ESA School <input type="checkbox"/> BIE | |
| Number of Full Time Students * | 306 | Peak Number of Part-Time Students * | 0 |
| Total Number of Part-Time Students * | 0 | Total Number of Students Eligible for National School Lunch Program (NSLP) ? * | 69 |
| Community Eligibility Program (CEP)? * | <input type="radio"/> Yes <input checked="" type="radio"/> No | Alternative Discount Method * | None |
| Does this organization have an endowment? * | <input type="radio"/> Yes <input checked="" type="radio"/> No | Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP | |

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How to Update Connectivity Survey

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How to Update Connectivity Survey

- The connectivity survey should be completed annually, unless there are no changes from the previous year
- The data should be as of the date you complete the survey
- The survey is then ported over to the Form 471

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How to Update Connectivity Survey



Summary ▸
News
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Related Entities
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Modifications
FCC Forms 470



Manage Contracts

Create, edit, and remove contracts for your organization



Manage Connectivity Questions

Form for Entities to answer required Connectivity Questions.

Note: This link is at the bottom of the lightning bolt list

How to Update Connectivity Survey

- The first page is related to the Entity's Internet Access (not building-level data)

District-wide Internet Access Questions

Does your school district currently aggregate Internet access for the entire district (as opposed to buying Internet access on a building-by-building basis)?

Yes ✓ No

Please give the total (aggregate) Internet access bandwidth speed for the school district (including non E-rate supported services)

| | |
|----------------------------------|-----------------------------------|
| Download Speed * | Download Speed Units * |
| <input type="text" value="500"/> | <input type="text" value="Mbps"/> |
| Upload Speed * | Upload Speed Units * |
| <input type="text" value="500"/> | <input type="text" value="Mbps"/> |

How to Update Connectivity Survey

- The second page is related to the broadband and Wi-Fi data for each school/library
- Click “Edit” to edit building’s data

Manage Connectivity Questions

CENTRAL DAUPHIN SCHOOL DIST (BEN: 125729)

The following questions are intended to gather feedback from schools and libraries on the sufficiency of their Internet access, wide area network connections and the internal connections (e.g. Wi-Fi) in meeting their needs. These questions are designed to provide comprehensive insight into the current state of connectivity for schools and libraries, including services and equipment not funded by the E-rate program. The questions are informational only and will not affect the funding commitments in any way.

Per-Entity Basis Questions

| Entity Name | BEN | Download | Units | Upload | Units | Connection | Wifi Sufficient | Barriers to Robust Network | |
|------------------------------|-------|----------|-------|--------|-------|------------|-----------------|----------------------------|------|
| MIDDLE PAXTON ELEM SCHOOL | 18066 | 1 | Gbps | 1 | Gbps | Fiber | Never | Equipment too costly | Edit |
| NORTH SIDE ELEMENTARY SCHOOL | 18281 | 1 | Gbps | 1 | Gbps | Fiber | Mostly | Equipment too costly | Edit |

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How to Update Connectivity Survey

- After clicking “Edit,” that building’s survey will appear at the bottom of the page
- Enter the broadband and Wi-Fi data for that building and click “Save Changes”
- Complete this task for each building by returning to the list of buildings

Connectivity Questions - MIDDLE PAXTON ELEM SCHOOL

What is the total bandwidth speed from this location (including non E-rate supported services)?

Download Speed *

1

Download Speed Units *

Gbps

Upload Speed *

1

Upload Speed Units *

Gbps

What is the predominant connection type coming to this location? *

Fiber

How sufficient is the quality of the Wi-Fi at this location? *

Never

What are your biggest barriers to having a robust internal network in your classrooms at this location? *

Equipment too costly