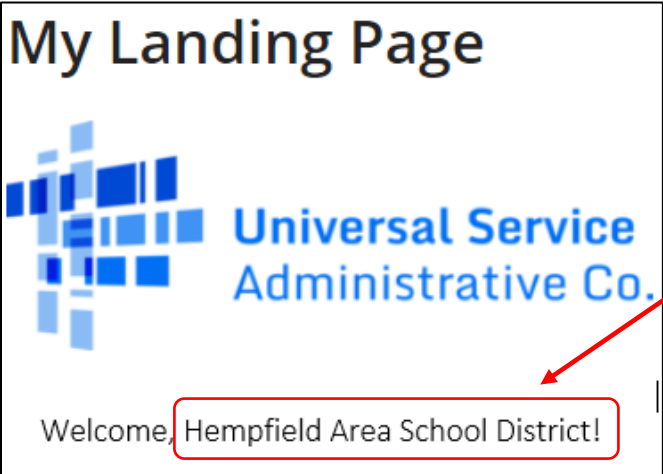


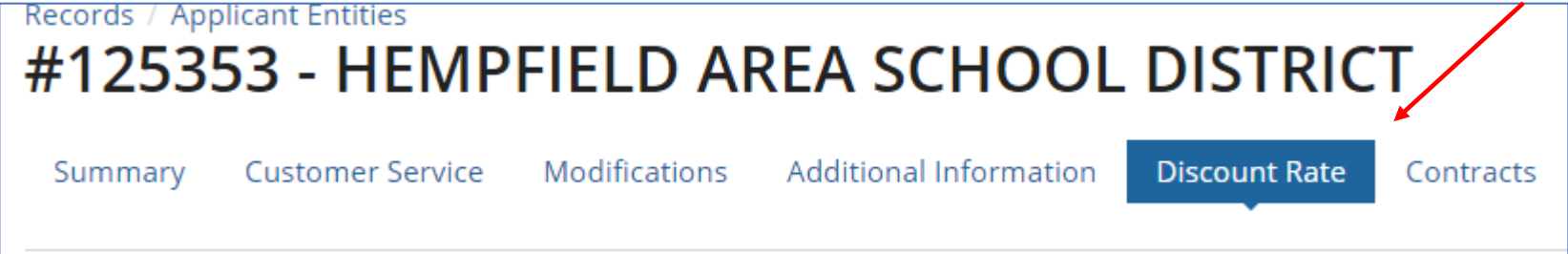
Guide to Quickly Updating Enrollment/NSLP Data in EPC



STEP 1 – Click on District’s Name from EPC Landing Page under the USAC logo (beside the word Welcome).



STEP 2 – Click on “DISCOUNT RATE” from the top toolbar.



STEP 3 – Click on “SHOW ENTITIES” and a list of schools will appear.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent
5838	1646	28%

[SHOW ENTITIES](#)

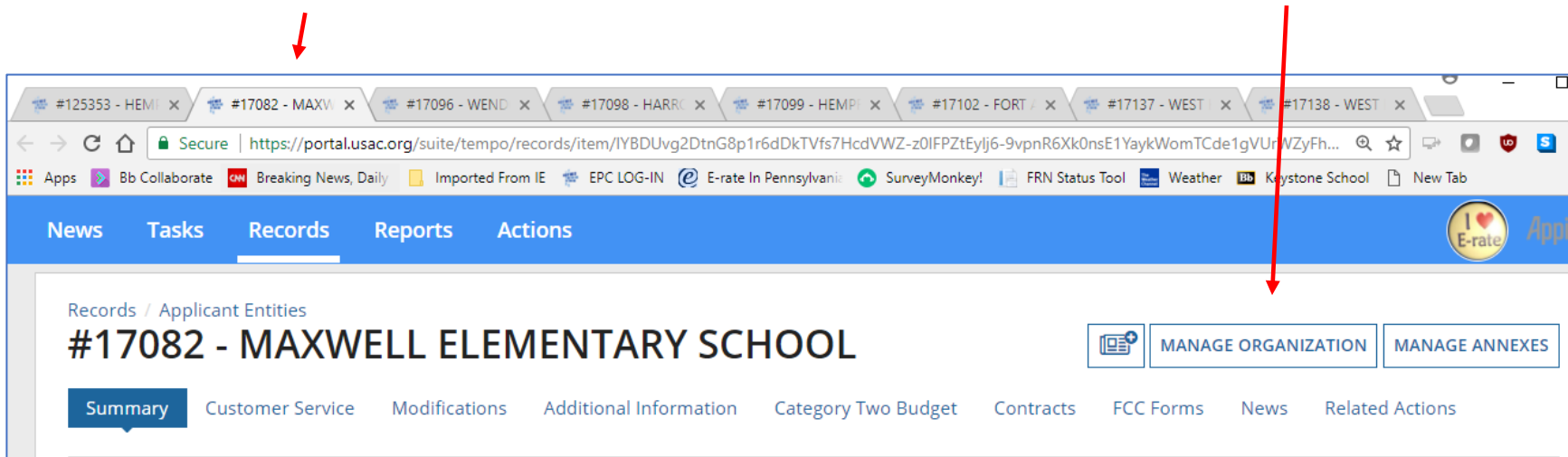
- Organization
- WEST POINT ELEMENTARY SCHOOL
 - MAXWELL ELEMENTARY SCHOOL
 - WENDOVER MIDDLE SCHOOL
 - HARROLD MIDDLE SCHOOL
 - HEMPFIELD AREA HIGH SCHOOL
 - FORT ALLEN ELEMENTARY SCHOOL
 - WEST HEMPFIELD ELEM SCHOOL
 - WEST HEMPFIELD MIDDLE SCHOOL
 - STANWOOD ELEMENTARY SCHOOL

STEP 4 - Right Click on each school name and select “Open link in new tab.”

Do this consecutively for each school name on the list. This will create a tab at the top of your browser – one for each school.

- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address
- Block element
- Inspect Ctrl+Shift+I

STEP 5 – Click on the tab for the first school, and then click “MANAGE ORGANIZATION” to open the “editable” version of the page.



STEP 6 – Scroll down the page to the Enrollment and NSLP date and update. Click “Submit” at the bottom of the page, and then proceed to the next tab to modify that school’s Enrollment and NSLP data. Do this for each school.

Number of Full Time Students * <input type="text" value="449"/>	Peak Number of Part-Time Students * <input type="text" value="0"/>
Total Number of Part-Time Students * <input type="text" value="0"/>	Total Number of Students Eligible for National School Lunch Program (NSLP) ? * <input type="text" value="100"/>
Community Eligibility Program (CEP)? * <input type="radio"/> Yes <input checked="" type="radio"/> No	Alternative Discount Method * <input type="text" value="None"/>

Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

STEP 7 – After each schools’ data has been updated, click on the first tab which should be the District’s tab. Then click on “DISCOUNT RATE” again and the data will update. Review the Enrollment and NSLP data to ensure the totals are accurate. If they do not match the totals you have, click on “SHOW ENTITIES” to determine where the inaccurate data exists.

The screenshot shows a web browser with multiple tabs. The active tab is #125353 - HEMPI. The address bar shows a secure URL from portal.usac.org. The navigation menu includes News, Tasks, Records, Reports, and Actions. The main content area displays 'Records / Applicant Entities' and the title '#125353 - HEMPFIELD AREA SCHOOL DISTRICT'. Below the title are several tabs: Summary, Customer Service, Modifications, Additional Information, and Discount Rate. A red arrow points to the 'Discount Rate' button.

School District Full-time Enrollment	School District NSLP Count
5838	1646