

### Manage Entities: Names, Addresses Urban/Rural, Latitude/Longitude Phone Student Counts and NSLP/CEP

Complete this task BEFORE the ADMIN WINDOW CLOSES.





## Accessing the EPC Portal and Updating Entities



### Accessing EPC

### https://portal.usac.org



You are accessing a Universal Service Administrative Company (USAC) system. This system is to be used to administer participation in the federal Universal Service Schools and Libraries support mechanism in compliance with 47 C.F.R. § 54, Subpart F. This system may be accessed by authorized users only. By logging in, the user represents that he/she is an authorized user. This system's usage may be monitored, recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized user or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action, including criminal prosecution and civil penalties. Use of this system indicates acceptance of these terms. Additional terms (i.e., a user access agreement or contract) may govern your use of this system.

To accept these terms, click "I Agree."

**I AGREE** 

#### Enter your username and password, click SIGN IN

Click on I AGREE to accept Terms and Conditions.

Training Universal Service Administrative Co.

Username

Password

Remember me on this computer

Forgot your password?

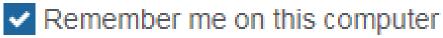


### Sample Login



sd\_user\_1\_10806@testmail.usac.org





Forgot your password?





My Landing Page

Click on **USAC icon** at any time to return to Landing Page.

#### **My Landing Page**

	Training versal Service ninistrative Co.	Funding Form 50 Manage
Welcome, <u>School Distric</u>	<u>t 10806</u> ! ◀	Click on the name of your district or school after
Notification Type	Please select a value	Welcome !
Funding Year	Select a Funding Year	<b>▼</b>
Notification	Descrip	tion Issued Date
ff 🚖		

Public Schools of North Carolina

### **Discount Rate**

Click on "Discount Rate". You must update the profile of each school each year so the most recent year's discount rate will display.

Records / Applicant Entities #10038 - School District 10806						
Summary Customer Service	Modifications Ad	ditional Information Disc	count Rate Contracts FCC	Forms FRN Appeals N	News Related Actions	
<b>Requested Discoun</b>	t Rate - School	District 10806 (B	EN: 10038) - FY2018			
More than 50 percent of your	More than 50 percent of your individual schools must be rural for the school district to be considered rural.					
This discount rate has not been ap	proved for the current yea	r <b>h</b>				
School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
5	4	80%	Rural	90%	85%	10%



### **Discount Rate**

View indicates profile is missing needed information.

The information in your organization's profile is not sufficient to calculate your Discount Rate

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

-	School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
	2174	310	14%				

E-RATE

Show Entities



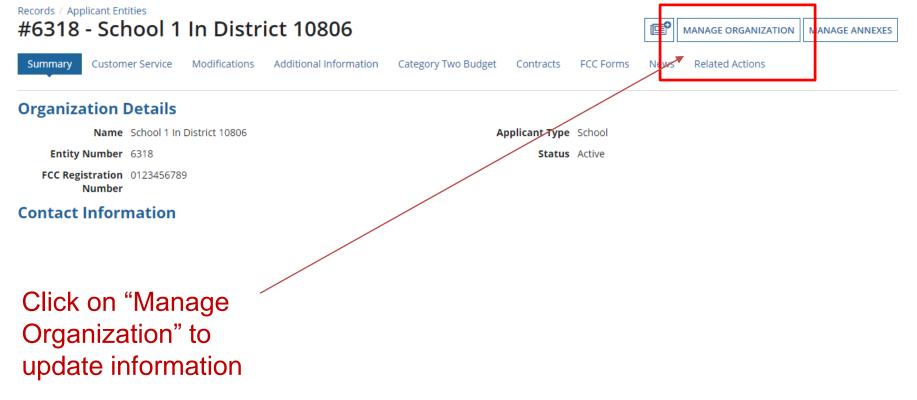
### **Updating Entity Profiles**

From the Landing Page, under the	My Landing Page Training Universal Ser Administrativ			Change   Se	quest Report   FCC Form 470   FC rvice Substitution   Hurricane Im ns   USAC Website   Contact Us	pact Designation   Mar		00   SPIN
"My	Welcome, <u>School District 10806</u> !							
Entities" Notification Type Please select a value				•	Status 🕢 💽 All			
contion		- Select a Funding Year		•	O Generated			
click on the	Notification	Description	Issued Date		Generated By	Generated On		
entity name			No it	tems available				
to update	My Entities							
Entity     Entity Number     City       School District 10806     10038     Rockville			City	State	Zip Code			
				Rockville	MD	20850		
School 1 In District 10806 631		6318		Rockville	MD	20850		
School 2 In District 10806 6319			6319		Rockville	MD	20850	
School 3 In District 10806 6320					Rockville	MD	20850	

#### \*You Must Update Each Entity in Your Profile!



### **Updating Entity Profile**





### **Modify An Organization**

#### **Modify An Organization**

Name * School 1 In District 10806	Update each school in district!	Organization Type Applicant
Physical Address Address Line 1*		County
1 Main Street Address Line 2	Verify information, correct if needed. Required fields are	<b>Zip Code *</b> 20850
City * Rockville	indicated by *	Zip Code Extension
State * MD		<ul> <li>Click the button below to get standard US</li> <li>VERIFY MY ADDRESS</li> </ul>



### Address

#### **Physical Address**

Address Line 1 *	-	County	
1 Main Street			
Address Line 2		Zip Code *	
		20850	
City *		Zip Code Extension	
Rockville			
State *		Click the button below to get standard USPS add	dress
MD	-	VERIFY MY ADDRESS	

To compute the correct latitude and longitude, click once in the Address Line 1. Press the space bar once, and then click into the Address Line 2. Watch the "Verify My Address" button light up.



### Verify My Address

#### **Physical Address**

Address Line 1 *	County
1 Main Street	
Address Line 2	Zip Code *
	20850
City *	Zip Code Extension
Rockville	
State *	Click the button below to get standard USPS address
MD	▼ VERIFY MY ADDRESS



### Enter Lat/Long

We are unable to validate the address that you entered. Do you want to enter L	atitude/Longitude manually?
YES NO	
Latitude / Longitude	
User-entered Latitude 😯	Latitude 😯
User-entered Longitude 🕜	Longitude 🕜
	LOOKUP URBAN/RURAL STATUS



### **Urban/Rural updated!**

### E-RATE

#### Latitude / Longitude

User-entered Latitude 🚱	Latitude 🚱
User-entered Longitude 🕑	Longitude 🕑
We were unable to determine you latitude and longitude. To determine your Urban/Rural status, please enter values in User-entered Latitude and User-entered Longitude fields. For further assistance, please contact USAC's Client Service Bureau at 888-203-8100.	LOOKUP URBAN/RURAL STATUS
Urban/Rural	

#### **User Entered Urban/Rural Status**

Rural

🔿 Urban

#### Urban/Rural Status 🚱

Rural

Ourban

Unable to determine your status. Please enter Urban/Rural manually in User-Entered field.



### Update as needed...

Mailing address is the same as physical address.

Address Line 1	County
1 Main Street	
Address Line 2	Zip Code
	20850
City	Zip Code Extension
Rockville	
State	

MD

#### **Other Methods of Contact**

#### Phone Number \*

012-345-6789

Ex. 000-000-0000

#### Email

school\_1\_dist\_10806@testmail.usac.org

#### Website URL



Phone Number Extension

### Update as needed...

#### **School Information**

# School Sub-Type \* Public School Private School Check All That Apply ? Pre-K Head Start Adult Education Juvenile Justice Dormitory

Is this school part of a school district? Yes	Or 'No' for a Charter
Charter School	
Tribal School	
New Construction School	
ESA School	
BIE	



### Update as needed...

	Number of Full Time Students *	Peak Number of Part-Time Students *
<u>ر</u>	378	0
	Total Number of Part-Time Students *	Total Number of Students Eligible for National School Lunch Program (NSLP *
Г 0	0	238
Ž	Community Eligibility Program (CEP)? *	Alternative Discount Method *
	Yes	None 🗸
	• No	Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP
	Number of Full Time Students *	Peak Number of Part-Time Students *

	317       Total Number of Part-Time Students *       0		reak number of rait-time students	
			0	
Ĺ			Total Number of Students Eligible for National School Lunch Program (NSLP) 📀	
Ц С			290	
	Community Eligibility Program (CEP)? *		CEP Percentage *	
	• Yes		57.10%	
	○ No		57.10%	

Enter data according to numbers sent to you. If you do not update, budgets will not be correct!





#### Does this organization have an endowment? \*

	٦	V		c
<u> </u>	)		C	2

O No

#### State School Code

	FCC registration number is needed only for your
State LEA Code	<b>District Office</b> or one FCCRN for your charter
NCES Public State Code	school.
	SCHOOL
NCES Public District Code	Need to get a FCCRN? Go to
	https://apps.fcc.gov/coresWeb/publicHome.do
NCES Public Building Code	
FCC Registration Number 🚱	
←	
CANCEL	SUBMIT



### Organization Modification Nickname E-RATE

#### **Organization Modification Nickname**

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

