Updating your EPC profile

You should see your Landing Page when you login to EPC. Look under “My entities” to confirm all entities (schools, libraries, NIFs) are listed.
If you need to add a new school

• Call CSB (888) 203-8100
• Request an entity number for a new school
• Ask that the new school be linked to your district profile in EPC
• Check your “My Entities” list to confirm the new school was properly linked to your district profile
If you need to remove a school that is closing

- Call CSB (888) 203-8100
- Request an entity be removed from your “My Entities” because it is closing
- Check your “My Entities” list to confirm that the closing school was properly removed from your district profile
If you need to update your Enrollment & NSLP information

• Follow the steps on the next slides (slides 5-9)
Updating your EPC profile

From your Landing Page, click on your organization’s name.
Updating your EPC profile

From the left menu, click “Additional Information”
From the dropdowns, click “Related Organizations” for the Category and “Related Entities” for the Relationship Type. Then click the blue hyperlink for the entity that needs changes.
Updating your EPC profile

Click “Manage Organization” to make changes to this entity.
Updating your EPC profile

Make any necessary changes to the entity name, address or enrollment and NSLP data on this page. Anything with a (*) is a required field. Don’t forget to click Submit at the bottom of the page when all changes have been made.
If you need to change the school name or make address corrections

• Follow the same steps for updating your enrollment and NSLP information (slides 5-9)
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