

E-CAST Frequently Asked Questions - 2013

Getting Started With E-CAST

What is E-CAST?

E-CAST is LAUSD's annual online school-by-school enrollment projection review process. During E-CAST, Principals, Assistant Principals and other authorized school-based administrators have the opportunity to review and respond to their schools' enrollment forecasts.

Does E-CAST have a website?

Absolutely. The link to E-CAST can be found on LAUSD's website (www.lausd.net). Click Employees, then School-Based Quick Links. You will see the Electronic School Enrollment Forecast Process (ECAST) under "Administrators". Visit the E-CAST website for timetables, up-to-the-minute information, pre-requisite reference documents and important links. This is also where you will login to the E-CAST application once it opens. (If you prefer, you can enter the direct link for E-CAST into your web browser's address bar at <http://www.laschools.org/ecast>)

Will there be any training for E-CAST?

YES! An online training course for E-CAST 2013, geared to Principals and Assistant Principals, is offered on LAUSD's Learning Zone at <https://lz.lausd.net>. There will also be reference documents and a 'Quick Start' User Manual posted on the E-CAST website.

Will someone with basic computer skills be able to use E-CAST?

YES. E-CAST has an intuitive interface that smoothly guides the user through the process. It is designed to be easy to use for people with basic computer skills.

What will I need to have prepared in order to complete the enrollment forecast process on E-CAST?

E-CAST will require you to make an open enrollment declaration and to review your magnet forecast, so you will need to have decided whether you wish to make any changes to your open enrollment status or to your magnet enrollment. Make sure also to review all the pre-requisite reference documents that are posted on the E-CAST website.

How do I get started on the E-CAST application?

Once the E-CAST review session opens, go to the E-CAST website, login using your LAUSD Single Sign-On (SSO) username and password, and complete your school's forecast review process by visiting and responding to each E-CAST screen.

Which schools will participate in the E-CAST process?

Almost all District schools will participate in E-CAST 2013, including new schools that are opening in September, 2013, as well as option schools. Please see the "E-CAST Schools List" posted on the E-CAST website for a complete list of participating schools.

E-CAST Frequently Asked Questions - 2013

What are the benefits of using the E-CAST online system?

Using E-CAST online, Principals and central staff can complete the enrollment projection process without leaving their campuses or offices. The E-CAST system is available year-round, at any time of day, on any computer with an Internet connection, allowing Principals to work on their forecasts whenever it's convenient for them. Principals may log off and log on, saving their work each time, and may review E-CAST support and training materials at any time.

Will I have to use E-CAST to complete my school's enrollment forecast process?

YES. If your school is on the E-CAST schools' list, then you must submit your school's enrollment forecast application into E-CAST in order to have any input into enrollment and staff planning for the coming school year. Forecasts for schools that do not complete an E-CAST application online may have their forecasts determined for them by the Master Planning and Demographics, School Management Services, Budget Services and Magnet offices and automatically recorded at the end of the E-CAST filing period.

Can I opt out of the E-CAST process and request to have my enrollment forecast mailed, faxed, or sent to me by email?

NO. All schools on the E-CAST schools list must use the E-CAST online system to complete the enrollment forecast process.

Will I be able to send my documents and correspondence via fax or email?

NO. All transactions must be conducted using the E-CAST online system. All forecast reviews and appeals will be made directly on E-CAST screens.

Can I use E-CAST from any computer at my school or from home?

YES! E-CAST can be accessed from any computer with an Internet connection.

Will I need to scan or upload documents into E-CAST in order to support my case if I disagree with the enrollment forecast for my school?

NO. E-CAST will not have document upload capabilities. Explanations and justifications for modifying the enrollment forecasts for your school can be typed directly into E-CAST's dialog boxes.

Getting Access to E-CAST

Who will have access to E-CAST?

Principals and Assistant Principals at E-CAST schools; ESC Administrators of Operations, Operations Coordinators, Instructional Area Superintendents and Instructional Directors; and selected LAUSD central office and programmatic staff will have access to E-CAST.

E-CAST Frequently Asked Questions - 2013

How do I know whether my school will have E-CAST access?

All District schools that are listed as participants in the “E-CAST Schools List” should have representatives with E-CAST access. This list is posted on the E-CAST website at www.laschools.org/ecast.

My Magnet isn’t on the list of E-CAST 2013 schools. What does this mean?

The E-CAST schools list contains the list of ‘host’ schools, or schools whose cost center codes end in ‘01’. Many of these schools have magnet centers on their campuses. If your magnet program is located on the campus of one of the schools in the E-CAST list, then it will be included in E-CAST on that host school’s magnet screens.

I’m a brand new Principal, and I don’t know whether or not I have an E-CAST account. How do I find out whether I’m listed as an E-CAST Principal for my school this year?

For most Principals and Assistant Principals, updates to your E-CAST user accounts will be made automatically and will reflect any new school assignments that you may have. However, if you have any questions about whether your new school assignment has been made in E-CAST, contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will be happy to investigate your E-CAST account status and make any necessary updates.

I’m an LAUSD central office employee who needs to be able to use E-CAST. What do I do?

Contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will be happy to add you to the list of E-CAST central users.

I’m already an E-CAST user but E-CAST is telling me that I don’t have a valid account, and I can’t logon. What should I do?

Invalid account problems reported by E-CAST usually mean that E-CAST doesn’t have you on its internal user list. Please contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net to make sure that your account is properly set up for E-CAST. If, however, you have problems accessing the E-CAST website or logging in using your SSO credentials, please contact the Facilities Technology Services hotline at 213-241-4642.

I’m a school-based employee and I don’t know if I’m supposed to use E-CAST. What should I do?

Typically, a school’s E-CAST representatives are only the Principal and/or the Assistant Principal, but, depending on its needs, a school may choose to have someone else serve as its official E-CAST representative. Please note that an official representative for a school is responsible for completing that school’s online E-CAST application. In some cases, school-based staff need access to E-CAST not as representatives, but as operators. Discuss your school’s needs with your Principal. If it is decided that you should become an E-CAST operator or one of your school’s representatives, you or your Principal should contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will discuss your access needs with you.

E-CAST Frequently Asked Questions - 2013

I'm an ESC Operations Coordinator, but I'm going to have to serve as a school's Principal for E-CAST because there is no Principal assigned to it yet. What do I do?

Contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will create a Principal's account for you for that school. Once you have a Principal's account, you will be the official representative for that school and will be responsible for completing its online application. Please note that in order to create a Principal's account for you, you must have an LAUSD.net email address. Also note that you may only have one role in the E-CAST application – you cannot act as both a Principal and an ESC Operations Coordinator at the same time.

I need to serve as an E-CAST Principal for more than one school. Can that be arranged?

YES. Contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will create the necessary multiple accounts for you.

Will Principals and Assistant Principals all have access to the same information on E-CAST?

NO. Each school's official representatives (Principal/Assistant Principals) will only be able to access information for their own school.

Can anyone participate as an online user of E-CAST?

NO. Only Principals and Assistant Principals of E-CAST schools, ESC Administrators of Operations, Operations Coordinators, Instructional Area Superintendents and Instructional Directors, and selected LAUSD central office and programmatic staff will have access to E-CAST.

Are there exceptions to allow other staff members (aside from Principals, Assistant Principals and ESC Personnel) to access E-CAST on my behalf?

NOT USUALLY. Due to limitations on authenticating the authority of individuals to act on behalf of the school Principal, access will usually only be supplied to Principals, Assistant Principals, ESC Administrators of Operations, Operations Coordinators, Instructional Area Superintendents or Instructional Directors. If you believe that your situation requires special access permissions, please contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net.

If I am reassigned to another school and/or position, will my E-CAST registration automatically change the enrollment forecast information I'm able to access?

POSSIBLY. Your access to E-CAST will depend on the class code and cost center code associated with your new assignment. Please contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net for help regarding your E-CAST access permissions.

Will I still be able to access E-CAST if I retire or leave district employment?

NO. Only active LAUSD employees currently associated with the schools on E-CAST's enrollment forecast list will have access to E-CAST.

E-CAST Frequently Asked Questions - 2013

E-CAST Support

Who should I contact if I have technical problems with logging on, accessing my E-CAST account, or network connections?

If you have network connection problems, contact the ITD help desk at 213-241-5200. If you have problems accessing the E-CAST website or the E-CAST application specifically, then contact the Facilities Technology Services hotline at 213-241-4642.

What do I do or who should I contact if I forget my username and/or password to log on to E-CAST?

In E-CAST, you login using your LAUSD Single Sign-On (SSO) username and/or password. If you forget your SSO username or password, you will need to contact the ITD help desk at 213-241-5200.

Who should I contact to get a new E-CAST account or to change my account settings?

Contact Master Planning and Demographics at 213-241-8044 or mpd@lausd.net, and staff will discuss your account needs with you.

Will there be live telephone support for E-CAST?

YES, but due to budget restrictions and resulting constraints on staff resources, it will be limited in scope. An E-CAST contact list is posted on the E-CAST website to guide you to the right people who can help you and answer your questions.

How secure is the E-CAST online system from hackers?

The laschools.org website supports user authentication to provide application security and access control for employees and contractors. The Single Sign-On (SSO) authentication system will be used to authenticate users against the LAUSD employee directory and link their laschools.org credentials to their assigned location code. Because the application is housed on LAUSD's network, users can feel comfortable and safe when utilizing the E-CAST system.