

# E-CAR 2018 Frequently Asked Questions

## Getting Ready for E-CAR 2018

### **What is E-CAR?**

E-CAR is LAUSD's Capacity Assessment Review process for school facilities. Its purpose is to verify the number of classrooms at each school and how they are used, to calculate school operating capacities, and to identify available classrooms for future use. During E-CAR's annual review period in the late summer/early fall, Principals, Assistant Principals and other authorized school-based administrators have the opportunity to review and update their schools' classroom inventories and capacity assessments. The information gathered during E-CAR will be shared with Facilities Division staff for its use in identifying potential planning and development opportunities, options and solutions, and with the Proposition 39 Manager for potential Proposition 39 offers for the 2018-19 school year.

### **Does E-CAR 2018 have a website?**

YES! Type E-CAR's web address, [www.laschools.org/ecar](http://www.laschools.org/ecar), directly into your web browser's address bar, then press enter. Visit the E-CAR website for up-to-the-minute information on Hands-On Workshop schedules, the E-CAR timetable, pre-requisite reference documents, important links, and to log-in to the new E-CAR online application.

### **Which schools participate in E-CAR 2018?**

Schools that serve a defined resident attendance area, stand-alone magnet schools, and several special education schools will participate in E-CAR 2018. For a complete list of participating schools, please see the "E-CAR Schools List" posted on the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar).

### **If my school is on the E-CAR 2018 Schools List, do I have to complete and submit an online E-CAR application?**

YES. A capacity assessment must be completed for all schools on the E-CAR 2018 list. During E-CAR 2018, the entire capacity assessment and review process for your school will be conducted online using the E-CAR 2018 web-based application.

### **Who can complete a school's E-CAR 2018 online application?**

It is preferred that the Principal of the school complete the school's online E-CAR application. If she/he is not available, then an administrator knowledgeable about the space allocation, enrollment, and staffing of the school may complete the application in her/his place.

### **When does E-CAR 2018 take place?**

The E-CAR 2018 online application opens to Principals on Tuesday, September 4, 2018. The deadline for submitting an E-CAR application is Friday, September 28, 2018. The complete E-CAR timetable is posted on the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar).

# E-CAR 2018 Frequently Asked Questions

## **How should I prepare for E-CAR 2018?**

First, get some training. You are strongly encouraged to take the E-CAR 2018 online training course on LAUSD's MyPLN, especially if you are a new Principal or if you are new to E-CAR. An E-CAR Quick-Start Manual is available on the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar). Hands-on, drop-in Preparation Assist Workshops will be held at locations across the District during September, 2018. Second, review all the pre-requisite reference materials posted on the E-CAR website. Third, when you are ready to start the Capacity Assessment Review process using the online E-CAR application, the information you should have on hand is your school map, your current classification report(s), a copy of your prior-year's E-CAR Report, and the number of teaching positions at your school. Links to your prior-year E-CAR Reports are available on your Dashboard in the E-CAR application. For further information, please refer to the reference document "Preparing For E-CAR," which is posted on the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar).

## **Where do I find my prior-year E-CAR Reports?**

Links to your prior-year E-CAR Reports are available on your Dashboard in the E-CAR 2018 application after you login. Clicking on a link will open the E-CAR Report, which may then be downloaded and/or printed.

## **How do I get to the E-CAR 2018 online application?**

Simply go to the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar) and use the "Click to Enter E-CAR" button. Login using your LAUSD Single Sign-On (SSO) username and password. You will then be taken into the E-CAR online application.

## **Can I elect to have my school's prior year E-CAR reports mailed to me instead of having to use the E-CAR online application?**

NO. During E-CAR 2018, prior-year E-CAR reports will be available only on your Dashboard via the E-CAR online application.

## **Will someone with basic computer skills be able to use the E-CAR online application?**

YES. E-CAR is designed to be easy to use for people with basic computer skills. E-CAR's drop-in Preparation Assist Sessions are available if you would like to work on your E-CAR application in a live setting where expert E-CAR staff are available to assist you as you work. Please check the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar) for complete details.

# E-CAR 2018 Frequently Asked Questions

## **Will there be any training to help me prepare for E-CAR 2018?**

YES! You are strongly encouraged to take the E-CAR 2018 online training course on LAUSD's MyPLN, especially if you are a new Principal or if you are new to E-CAR. Hands-on, drop-in Preparation Assist Workshops will be held at locations across the District during September, 2018. Comprehensive pre-requisite reference materials, including the E-CAR Quick-Start Manual, are posted on the E-CAR website. For complete information, visit the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar).

## **Do I need a user account to use E-CAR?**

YES. Everyone must have a user account in order to use the E-CAR application. For most Principals and Assistant Principals, your E-CAR user account will be established automatically and will be updated regularly so as to reflect your most current school assignment. User accounts for coordinators, directors, Local District administrators and central office staff are established either automatically or by request, depending on position. If you have any questions or concerns about your E-CAR user account, or if you need a new E-CAR account, contact Master Planning and Demographics at 213-241-8044 or [mpd@lausd.net](mailto:mpd@lausd.net), and staff will be happy to investigate your E-CAR account status and make any necessary updates.

## **Can I use E-CAR from a computer at my school or from home?**

YES. The online E-CAR application may be accessed remotely using a Citrix connection. Complete details and instructions for accessing E-CAR remotely via Citrix are posted on the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar).

## **E-CAR is asking me for the number of teaching positions at my school. Why is that needed?**

Reporting the number of teaching positions at a school is required in order to account for any impact that the additionally assigned teaching positions may have on the utilization of classrooms.

## **Why can't I just use my E-CAST numbers on the E-CAR Enrollment screen?**

E-CAST 2018 provides an enrollment FORECAST for your school. In E-CAR 2018, the 2018-19 Capacity Assessment must be based on ACTUAL enrollments to properly determine the number of classrooms needed to accommodate the students enrolled in your school.

## **Will I be able to make edits to my classrooms after E-CAR closes?**

NO. After E-CAR closes on September 28, 2018, you will still be able to access the E-CAR application and view all your screens, but your access will be read-only. If, during the year, you find that an update needs to be made to any of your classrooms, contact Master Planning and Demographics at 213-241-8044 press #9. We will be happy to discuss the situation with you, and, if it is determined that an update is necessary, we will unlock E-CAR for you so that you may make the changes that are needed.

# E-CAR 2018 Frequently Asked Questions

## Getting Access to E-CAR

### **Who will be able to view a school using the online E-CAR application?**

Principals, Assistant Principals, and other school-based representatives will be limited to viewing only their own schools in E-CAR. Local District Superintendents, Operations Coordinators, Local District Administrators, and designated LAUSD central office and programmatic staff and staff from partner organizations may view all schools in E-CAR. Some school-based programmatic coordinators may be limited to viewing only their own schools in E-CAR.

### **How do I know whether my school will have E-CAR access?**

All District schools that are listed as participants in the “E-CAR Schools List” should have representatives with E-CAR access. This list is posted on the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar).

### **I participated in E-CAST 2018. Do I need a separate account for E-CAR 2018?**

NO. For most Principals and Assistant Principals, your E-CAR account will be the same as your E-CAST account. However, if you have any questions about your E-CAR account, contact Master Planning and Demographics at 213-241-8044 or [mpd@lausd.net](mailto:mpd@lausd.net), and staff will be happy to assist you.

### **My Magnet isn't on the E-CAR Schools List. What does this mean?**

The E-CAR 2018 Schools List contains E-CAR's list of 'host' schools. Many of these schools have magnet centers on their campuses. If your magnet program is located on the campus of one of the host schools in the E-CAR 2018 Schools List, then it will be included in the E-CAR 2018 assessment.

### **I'm a new Principal, and I don't know whether or not I have an E-CAR account.**

#### **How do I find out whether I'm listed as an E-CAR Principal for my school this year?**

For most Principals and Assistant Principals, your E-CAR user account will be established automatically and will be updated regularly so as to reflect your most current school assignment. However, if you have any questions about whether your new school assignment has been made in E-CAR, contact Master Planning and Demographics at 213-241-8044 or [mpd@lausd.net](mailto:mpd@lausd.net), and staff will be happy to investigate your E-CAR account status and make any necessary updates.

### **I'm an LAUSD central office employee and I need to use E-CAR. What do I do?**

Contact Master Planning and Demographics at 213-241-8044 or [mpd@lausd.net](mailto:mpd@lausd.net), and staff will be happy to add you to the list of E-CAR central users.

# E-CAR 2018 Frequently Asked Questions

## **E-CAR 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-CAR usually mean that E-CAR doesn't have you on its internal user list. Please contact Master Planning and Demographics at 213-241-8044 or [mpd@lausd.net](mailto:mpd@lausd.net) to make sure that your account is properly set up for E-CAR. If, however, you have problems accessing the E-CAR 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-CAR. What should I do?**

Typically, a school's E-CAR representatives are only its Principal and/or the Assistant Principal, but, depending on its needs, a school may choose to have someone else serve as its official E-CAR representative with write access. A school may also have programmatic coordinators or other staff who require read-only representative access to E-CAR. In some cases, school-based staff need access to E-CAR not as representatives, but as operators. Discuss your school's needs with your Principal. If it is decided that you should become an E-CAR operator or one of your school's representatives, or if you need read-only access, you or your Principal should contact Master Planning and Demographics at 213-241-8044 or [mpd@lausd.net](mailto:mpd@lausd.net), and staff will discuss your access needs with you.

## **I'm a Local District Administrator, but I'm going to have to serve as a school's Principal for E-CAR 2018 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](mailto: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. Please note that in order for a Principal's account to be created for you, you must have an @lausd.net email address. Also note that you may only have one role in E-CAR as a time. You cannot act as both a Principal and an LD Operations Coordinator at the same time.

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

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

## **My school is a PSC Charter School. How do I participate in E-CAR 2016?**

If you are a Principal at a participating PSC Charter School, you must register for an LAUSD Single-Sign-On account so that Master Planning and Demographics can give you log-on access to E-CAR. Contact E-CAR Customer Service at 213-241-8044 press #9 for assistance and detailed instructions.

# E-CAR 2018 Frequently Asked Questions

## **Can anyone participate as an online user of E-CAR?**

NO. Only Principals and Assistant Principals of E-CAR schools, LD Administrators of Operations, Operations Coordinators, Instructional Area Superintendents and Instructional Directors, and designated LAUSD central office and programmatic staff and staff from partner organizations will have access to E-CAR.

## **Are there exceptions to allow other staff members (aside from Principals, Assistant Principals and Local District Personnel) to access E-CAR 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, LD 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](mailto:mpd@lausd.net).

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

POSSIBLY. Your access to E-CAR 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](mailto:mpd@lausd.net) for help regarding your E-CAR access permissions.

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

NO. Only active LAUSD employees currently associated with the schools on E-CAR's schools list will have school-representative-level access to E-CAR.

## **E-CAR Support**

### **What technical specifications should I follow to get the best E-CAR 2018 experience?**

For the best E-CAR 2018 experience, LAUSD Facilities Technology Services recommends that users access the application using a computer that meets the following specifications:

- Runs on the Windows operating system
- Has the Chrome browser installed
- Is connected to the LAUSD network

For those users who are unable to access a Windows machine running the Chrome browser or who wish to access the application from outside the District's network, the online E-CAR application may be accessed remotely using a Citrix connection. Complete details and instructions for accessing E-CAR remotely via Citrix are posted on the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar).

# E-CAR 2018 Frequently Asked Questions

## **Can I complete my E-CAR application using a Mac computer?**

For the best E-CAR 2018 experience, LAUSD Facilities Technology Services recommends that users access the application with a computer that runs on the Windows operating system. Mac Intosh computer users are advised to access the E-CAR application using a remote Citrix connection. Complete details and instructions for accessing E-CAR remotely via Citrix are posted on the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar).

## **Can I complete my E-CAR application using a Tablet or Smartphone?**

During the E-CAR process you will need to navigate through your school's entire classroom inventory list as well as its campus map. You may have difficulty completing these tasks successfully on a Tablet or a Smartphone due to the small screen sizes of these devices.

## **Who should I contact if I have technical problems with logging on, accessing my E-CAR 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-CAR website or the E-CAR application specifically, then contact the Facilities Technology Services hotline at 213-241-4642.

## **What should I do if I have problems accessing E-CAR from a computer that is outside of the LAUSD network?**

The online E-CAR application may be accessed remotely from outside of the LAUSD network using a Citrix connection. Complete details and instructions for accessing E-CAR remotely via Citrix are posted on the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar). If you have difficulty accessing E-CAR using the remote Citrix connection, please call the Facilities Technology Services hotline at 213-241-4642 between 6:00am and 5:30pm, Monday through Friday.

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

In E-CAR, you login using your LAUSD Single Sign-On (SSO) username and 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-CAR account or to change my account settings?**

Contact Master Planning and Demographics at 213-241-8044 or [mpd@lausd.net](mailto:mpd@lausd.net), and staff will be happy to discuss your account needs with you.

# E-CAR 2018 Frequently Asked Questions

## **Is there live telephone support for E-CAR?**

YES. Limited live telephone support for E-CAR is available during regular business hours. The E-CAR specialist contact list is posted on the E-CAR website at [www.laschools.org/ecar](http://www.laschools.org/ecar) to guide you to the right people who can help you and answer your questions.

## **How secure is the E-CAR 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-CAR system.