

ePlan Address Book: View All District Roles

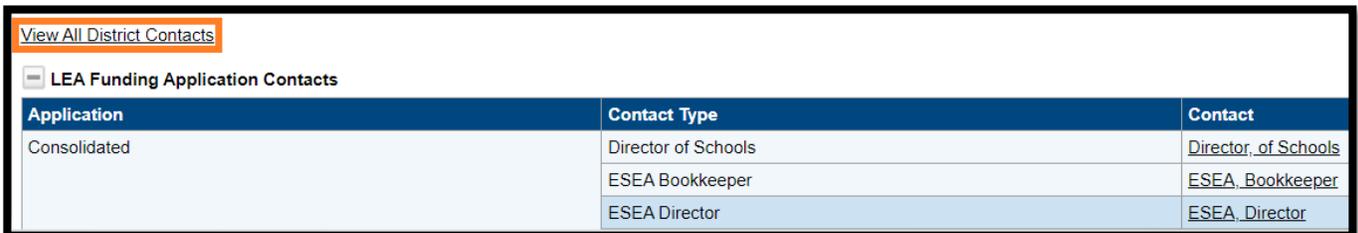
There is a way to change the view for the ePlan address book so all local educational agency (LEA) individuals with ePlan roles, including those individuals with school plan roles, can be viewed.

Changing the ePlan Address Book View

1. **Navigate to ePlan:** There are two ways to open ePlan to see the LEA's address book.
 - a. Public access is available without signing into ePlan by navigating to ePlan.tn.gov and clicking the **Search** tab on the left. After the organization name is selected, the **Address Book** tab will be available as shown in the screenshot in #2.
 - b. Signing into your ePlan account will also show the Address Book tab.
2. **Open the ePlan Address Book:** Click on the **Address Book** tab as shown below.



3. **Change Address Book View:** The address book will open to show the funding application contacts at the top. Click **View All District Contacts** as shown below to change the address book view to see all individuals, including school users.



The screenshot shows a header 'View All District Contacts' with a dropdown arrow. Below it is a section titled 'LEA Funding Application Contacts' containing a table with three columns: Application, Contact Type, and Contact.

Application	Contact Type	Contact
Consolidated	Director of Schools	Director_of Schools
	ESEA Bookkeeper	ESEA_Bookkeeper
	ESEA Director	ESEA_Director

4. **District Roles:** Each LEA individual will be listed alphabetically with every role currently assigned to that individual.

LEA Contacts	
Name	Role
A Individual 1, District	LEA (ISM) Innovative School Models Monitoring Director
	LEA Parental Leave Director
A Individual 2, District	Physical Activity Compliance Report Director
A Individual 3, District	LEA Fiscal Update

5. **School Contact Roles:** Scroll down the page past all LEA individuals to see an alphabetical list of all public schools in the LEA. Each school will list all individuals who can work on that school's plan.

Note: District and school plans are completed in [InformTN](#), not ePlan.

Z Last, Person	LEA ATSI 22 Grant Director	
	Physical Activity Compliance Report Director	
School Contacts		
School	Name	Role
A School 1 (XXX-XXX1)	School 1, First	School Plan Data Entry
		School Plan Reviewer
	School 1, Second	School Plan Data Entry
		School Plan Reviewer
	School 1, Third	School Plan Data Entry
A School 2 (XXX-XXX2)	School 2, First	School Plan Data Entry
		School Plan Data Entry
	School 2, Second	School Plan Reviewer
A School 3 (XXX-XXX3)	School 3, First	School Plan Data Entry
		School Plan Reviewer

6. **Return to the Previous View:** Scroll to the top of the page and click **Return to Address Book** to return to the original ePlan Address Book view.

