

LCAP Electronic Template System

For help:
Email: eTemplate@cde.ca.gov
Phone: [1-916-319-0809](tel:1-916-319-0809)

FIRST: You must self-register on the Centralized Authentication System (CAS). Personnel who currently have access to the Consolidated Application and Reporting System (CARS) may use the same user name and password for both the eTemplate system and CARS.

If you do not have a CAS ID, follow the directions below:

- 1.) Go to <http://www2.cde.ca.gov/lcap/logon.aspx>
- 2.) Select the link at the bottom that says, "New Registration"
- 3.) You will be redirected to a registration page. Answer the questions given to you:

Association type

- a. Association type *District
- b. County *Kern
- c. District *Select District

User Information

- a. Create a user name
- b. Create a password (PW must contain at least one upper case letter, one lower case, and one allowable special character (!@#%&*+_-?))
- c. Answer required questions

Security Questions

You will be asked to answer two security questions.

*You will receive an email (within an hour) from CDE confirming your affiliation with the district.

SECOND: School districts wishing to gain access to the eTemplate system should send an email expressing their interest to eTemplate@cde.ca.gov to receive instructions for activating the LEA in the system.

Sample email:

Blank District would like to request the following as system administrator(s) for our office:

- a. The name of the LEA and its CDS code:
- b. The first and last name of the LEA system admin(s)
- c. The exact user name(s) (from CAS or CARS) of the system admin(s)
- d. The email address of the LEA system admin(s)

THIRD: You will Log in <http://www2.cde.ca.gov/lcap/logon.aspx> and proceed with your LCAP

Tid Bits:

- When complete, user will get a confirmation they have successfully registered. Wait 5 minutes for update in system.
- Only use "Microsoft Internet Explorer" browser; others will give a "log on is invalid" message
- System will automatically log off after one hour of inactivity
- To exit: click on "log off"
- Can not remove a user, but can make them "inactive"
- Passwords expire every 90 days, and can not reuse previous passwords