

A Quick User Guide to EIS

1 Search

The search facility on the EMBC portal will search the whole of the EMBC. Choose to search [This site: EIS](#). To obtain best results, use specific words to identify the information you are looking for.

2 CYPS

In the [CYPS](#) area of EIS you can access contact details for the department, structure charts and other departmental information.

3 LA Services

[LA Services](#) includes mini websites which contain documents and policies relevant to individual services as well as links to advice documentation such as Admin Memos. There are also quick links to key information on the LCC website such as Job Vacancies, School Terms & Holidays and School Search.

4 Swap Shop

Freeuse LA is a new website for Leicestershire's Local Authorities and schools to give and take unwanted office items. There is a link directly to the website so that you can start swapping items for free.

5 Help Guide

There is a range of support available on the [Help Guide](#) section of EIS. Here you will find detailed instructions on how to view announcements by filtering or changing a view and how to set up an alert.

6 School Messages

Look out for [School Messages](#) where important / urgent messages are posted.

7 Announcements

Announcements are information articles posted by the LA and business partners.

The EIS homepage will show the five most recently added announcements for school types Primary and Secondary. To view the announcement in full, simply click on the [Title](#) of the announcement. To access ALL announcements, click on the link for [All Items](#), on the top right hand corner under [EIS Announcements](#).

To change the view and to filter announcements please look at the Help Guide section on EIS.

8 LCC Events & Training

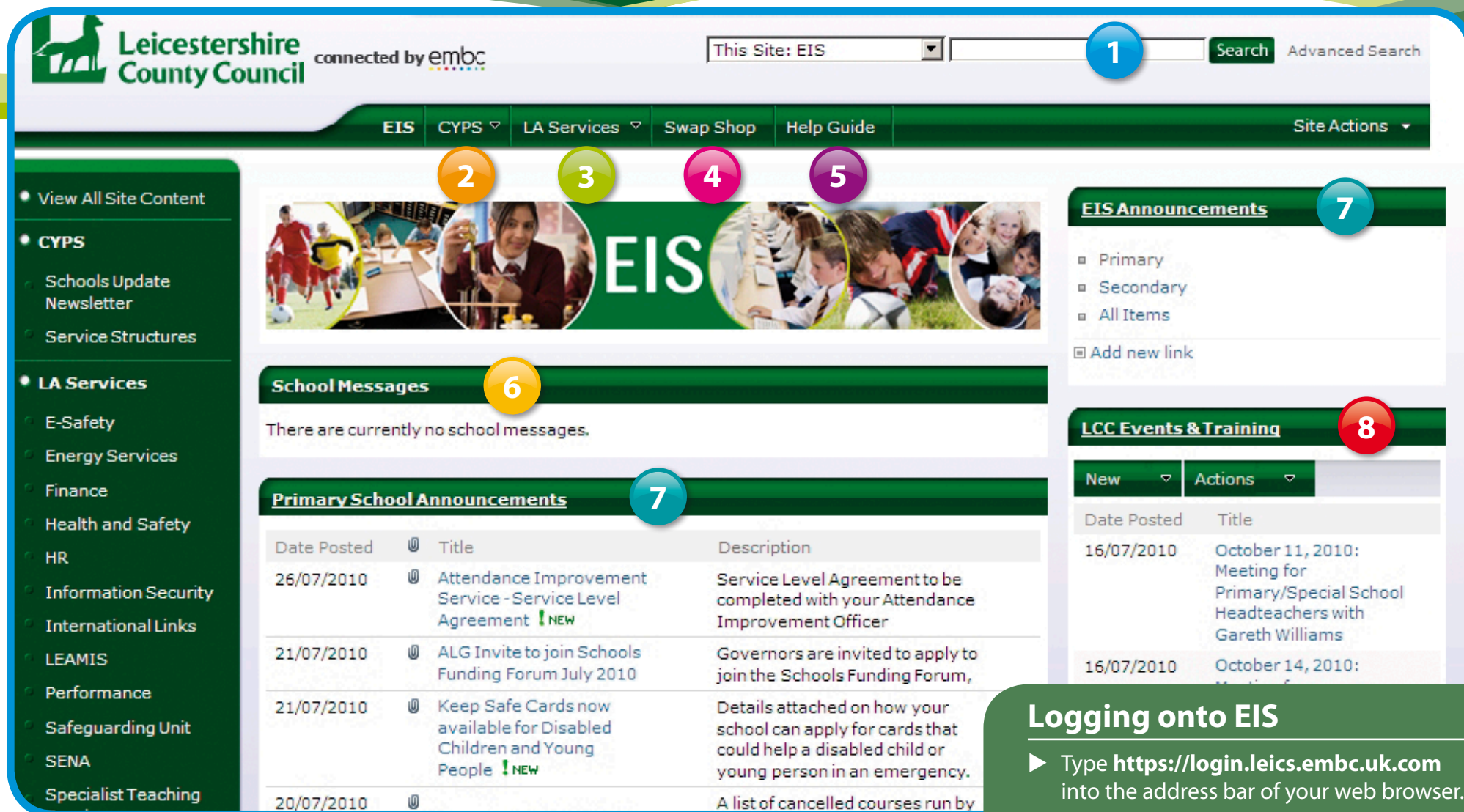
The right hand side of EIS Home Page will display the five most recently added [LCC Events & Training](#) courses. Click on the [Title](#) of the event to gather full information.

To view all events and training, click on [LCC Events & Training](#). This will bring you to a calendar view, showing all events and training on specific dates. Click on the event to gather full information.

To see a list of all training and events, click on [calendar](#) next to view and click [Events by Date Posted](#) or [Events by Start Time](#). Click on the title of the event for more information.

TOP TIP - To get back to the homepage of [EIS](#) - simply click on the EIS button at the top left of the toolbar.

Diagram of EIS homepage



Leicestershire County Council connected by **embc**

This Site: EIS [Advanced Search](#)

EIS | **CYPS** | **LA Services** | **Swap Shop** | **Help Guide** | **Site Actions**

1 Search

2 View All Site Content

3 **CYPS**

- Schools Update Newsletter
- Service Structures

4 **LA Services**

- E-Safety
- Energy Services
- Finance
- Health and Safety
- HR
- Information Security
- International Links
- LEAMIS
- Performance
- Safeguarding Unit
- SENA
- Specialist Teaching

5 **EIS**

6 **School Messages**

There are currently no school messages.

7 **Primary School Announcements**

Date Posted	Title	Description
26/07/2010	Attendance Improvement Service - Service Level Agreement NEW	Service Level Agreement to be completed with your Attendance Improvement Officer
21/07/2010	ALG Invite to join Schools Funding Forum July 2010	Governors are invited to apply to join the Schools Funding Forum,
21/07/2010	Keep Safe Cards now available for Disabled Children and Young People NEW	Details attached on how your school can apply for cards that could help a disabled child or young person in an emergency.
20/07/2010		A list of cancelled courses run by

7 **EIS Announcements**

- Primary
- Secondary
- All Items
- Add new link

8 **LCC Events & Training**

Date Posted	Title
16/07/2010	October 11, 2010: Meeting for Primary/Special School Headteachers with Gareth Williams
16/07/2010	October 14, 2010: Meeting for

Logging onto EIS

- ▶ Type <https://login.leics.embc.uk.com> into the address bar of your web browser.
- ▶ Enter your username and password.
- ▶ Select and click on My LA from the top right hand corner of page.
- ▶ Click on EIS from the horizontal toolbar.

For help with **EIS** call the **CYPS web team** on **0116 305 6556** or email cypsweb@leics.gov.uk