

## Illinois State Board of Education

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James T. Meeks Chairman **Tony Smith, Ph.D.**State Superintendent of Education

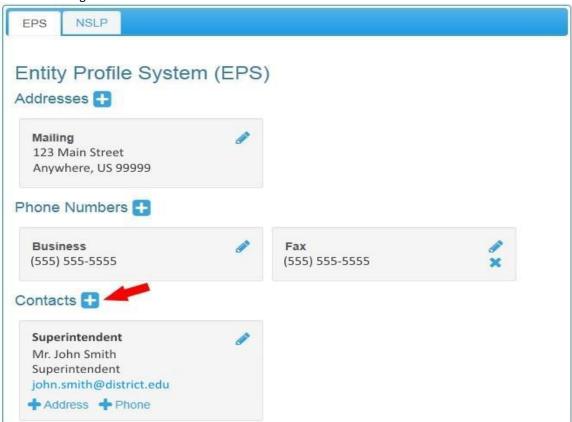
## **Creating Foster Care Contact in Entity Profile System**

Log in to Entity Profile System and select **New Change** for the entity to which you would like to add the foster care contact.

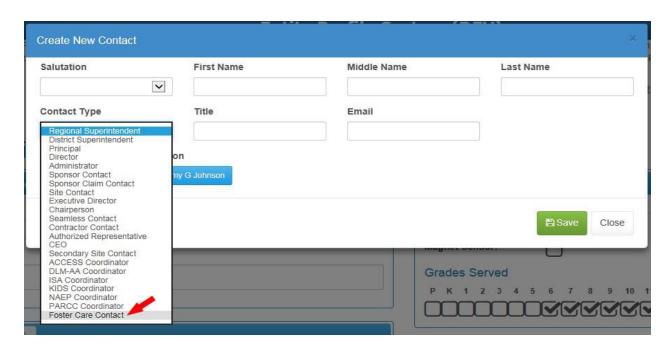


Showing 1 to 2 of 2 entries

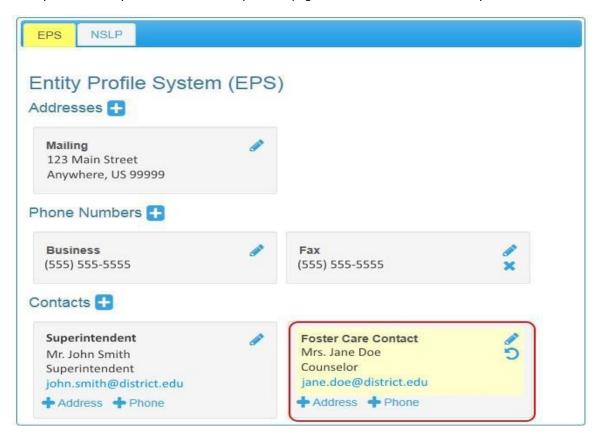
Click the "+" sign next to Contacts to add a new contact.



Enter the contact's information and select Foster Care Contact from the Contact Type dropdown list.



After you click Save you will return to that previous page and will see the new contact you created.



Now, if necessary, you can add addresses and phone numbers to the contact by clicking "+ Address" or "+Phone".