

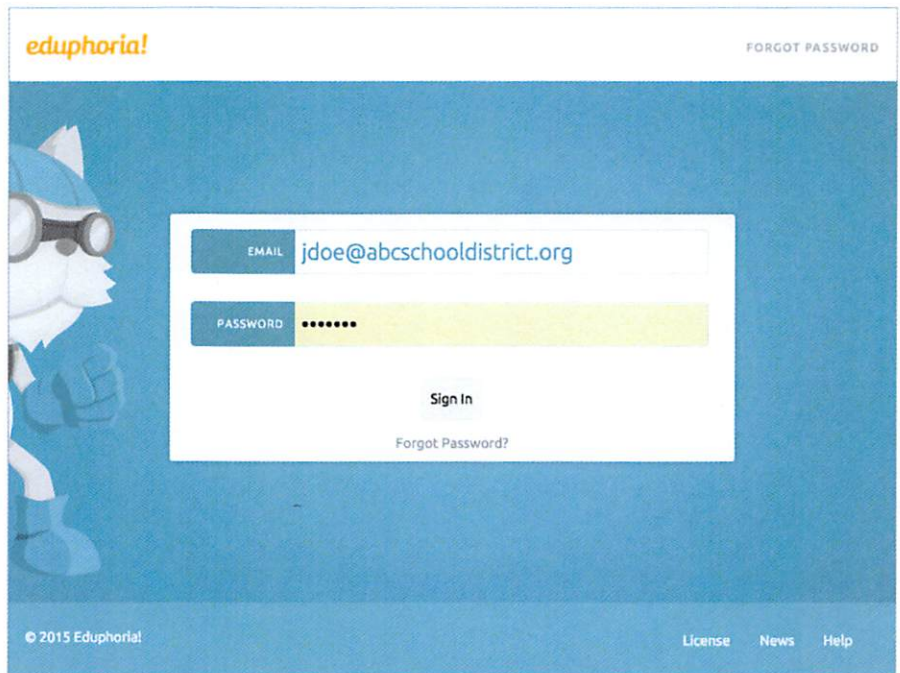
## Logging into Eduphoria for the first time:

Your username is your district email address.

Your district will provide your password.

You will be asked to change your password after your initial login.

Click **Sign In**.

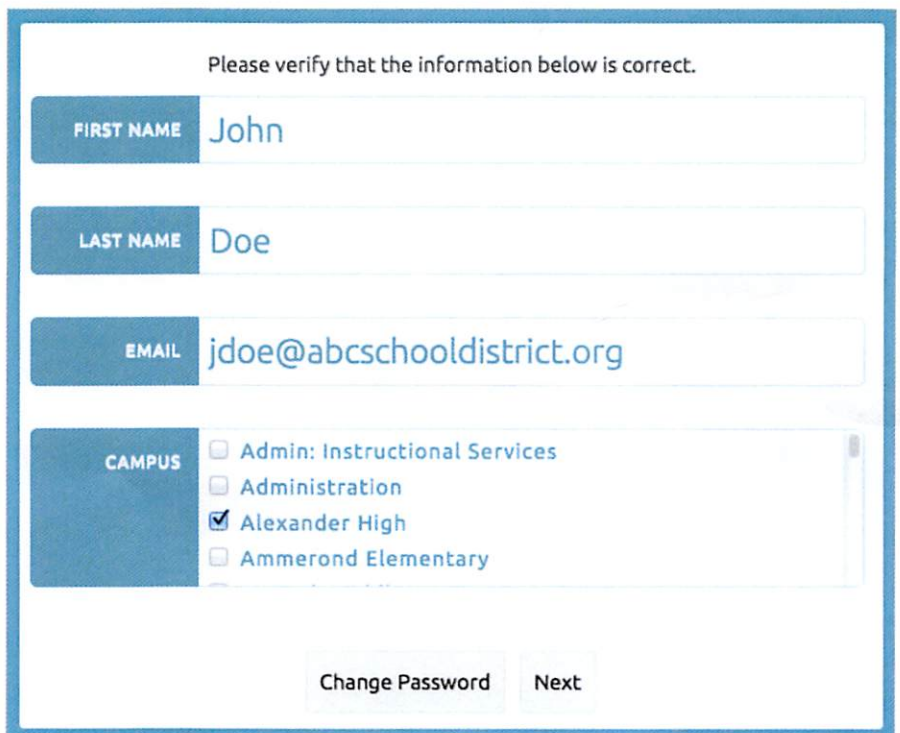


The login screen features the 'eduphoria!' logo in the top left and a 'FORGOT PASSWORD' link in the top right. On the left side, there is a cartoon character of a blue fox wearing glasses. The main content area contains a white login form with two input fields: 'EMAIL' with the value 'jdoe@abcschooldistrict.org' and 'PASSWORD' with masked characters. Below the fields is a 'Sign In' button and a 'Forgot Password?' link. The footer includes '© 2015 Eduphoria!' on the left and 'License News Help' on the right.

Verify that the following information is correct:

- First Name
- Last Name
- Email
- Campus

Click **Next**.



The verification screen has a title 'Please verify that the information below is correct.' and four input fields. The first three are text boxes: 'FIRST NAME' with 'John', 'LAST NAME' with 'Doe', and 'EMAIL' with 'jdoe@abcschooldistrict.org'. The fourth is a dropdown menu for 'CAMPUS' with options: 'Admin: Instructional Services', 'Administration', 'Alexander High' (selected), and 'Ammerond Elementary'. At the bottom, there are two buttons: 'Change Password' and 'Next'.

Make sure the correct radio button is selected for your primary role in the district.

This profile role will not grant you additional access in Eduphoria. It simply places you into the appropriate reporting group.

Click **Next**.

Please verify that the information below is correct.

**What is your primary role in the district?**

ROLE	
<input checked="" type="checkbox"/>	Teacher
<input type="checkbox"/>	Paraprofessional
<input type="checkbox"/>	Principal/Vice Principal
<input type="checkbox"/>	Superintendent/Assistant Superintendent
<input type="checkbox"/>	Other

[Change Password](#) [Next](#)

If you are a teacher, check the box(es) for the subject(s) you teach.

You may make multiple selections.

Click **Next**.

Please verify that the information below is correct.

**What subject areas do you teach?**

SUBJECTS	
<input checked="" type="checkbox"/>	English Language Arts
<input type="checkbox"/>	Mathematics
<input checked="" type="checkbox"/>	Reading
<input type="checkbox"/>	Science
<input type="checkbox"/>	History
<input checked="" type="checkbox"/>	Writing
<input type="checkbox"/>	Special Education

[Change Password](#) [Next](#)

If you are a teacher, check the box(es) for the grade(s) you teach.

You may make multiple selections.

Click **Next**.

Please verify that the information below is correct.

**What grades do you teach?**

GRADES	
<input type="checkbox"/>	Sixth
<input type="checkbox"/>	Seventh
<input type="checkbox"/>	Eighth
<input checked="" type="checkbox"/>	Ninth
<input type="checkbox"/>	Tenth
<input checked="" type="checkbox"/>	Eleventh
<input type="checkbox"/>	Twelfth

[Change Password](#) [Next](#)

This step may or may not appear as part of your Eduphoria profile.

Select a security question from the drop-down list.

Type the answer to your security question.

Click **Next**.

Please verify that the information below is correct.

Select a security question and response for electronic signing of documents. The answer is case sensitive.

**QUESTION** What was your childhood nickname? ▾

**ANSWER**

[Change Password](#) [Next](#)

This step may or may not appear as part of your Eduphoria profile.

Verify your Employee ID number.

Click **Save Changes**.

Please verify that the information below is correct.

Enter your Employee ID number.

**ID** 12345678

[Change Password](#) [Save Changes](#)

To change your password, click **Change Password**.

Enter and confirm your new password.

Click **Change Password** to save the changes

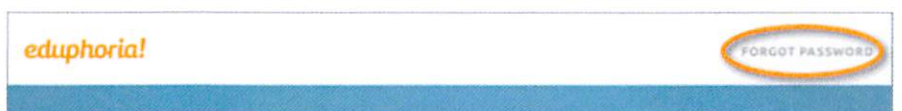
Please enter and confirm your new password in the boxes below.

**NEW PASSWORD:**

**CONFIRM NEW PASSWORD:**

[Change Password](#)

If you ever forget your password, click **Forgot Password** on the login page.





SchoolObjects: Aware - Monitor List to Approve  
Workshop Credit Request

<p><b>Appraise</b> Staff appraisals and walkthroughs.</p>	<p><b>Aware</b> View student test data and perform district benchmarks</p>
<p><b>Facilities&amp;Events</b> Manage inventory, reservations, and public calendars</p>	<p><b>Forethought</b> District wide curriculum management and lesson planner.</p>
<p><b>Formspace</b> Create and submit online forms.</p>	<p><b>Helpdesk</b> Request support and manage all of your requests.</p>
<p><b>Workshop</b> Professional development course registration and portfolio.</p>	<p><b>Management</b> Manage global settings for Eduphoria.</p>

**Eduphoria Help**  
Need Help? Find out how to Eduphoria!

Log Off My Profile

- On the **Applications Home** screen, you can access the Eduphoria applications your district is using.
- You can also access online Eduphoria Help by clicking on **Eduphoria Help** on the main screen or the **Help** link in the lower right corner.
- To update your profile or your password, click on **My Profile** on the main screen or the **Profile** link in the upper right corner.
- To log out of Eduphoria, click on **Log Off** on the main screen or the **Log Off** link in the upper right corner.

- After selecting an application, you can change to another application by clicking **Switch Applications** and selecting from the drop-down list.
- You can access online Eduphoria Help by clicking **Help**.
- You can update your profile or your password by clicking on your name in the upper right corner and selecting **Change My Profile**.
- You can log out of Eduphoria by clicking on your name in the upper right corner and selecting **Log Off**.

Switch Applications Help John Doe

- Appraise
- Aware
- Facilities&Events
- Forethought
- Formspace
- Helpdesk
- Workshop
- Management
- Eduphoria Help
- Applications Home

Change My Profile  
Log Off