

Eduphoria: APPRAISE FOR STAFF MEMBERS

Logging in, Updating your Profile, and FAQ's

I. LOGGING INTO EDUPHORIA

1. Open **Chrome** or **Mozilla Firefox** (do not use Internet Explorer).
2. Go to the website <http://appraise.pisd.edu> .
3. Login using your **computer login** and **password**. (**Note:** the username is just your **firstname.lastname**)

II. CREATING AND UPDATING YOUR PROFILE

FIRST-TIME users will be prompted to complete their profile immediately.

1. Verify that your **name** and **email address** are correct.
2. Select your **campus/department** in the campus list. Click **Next**.
3. Select your **Role**. Click **Next**.
4. If you are a teacher, continue to answer questions about what you teach. Click **Next** after each section.
5. Choose a **Security Question** from the list.
6. Type the **Answer** to your security question. Click **Next**.
7. Verify your **Employee ID** number.
8. Click **Save Changes**.

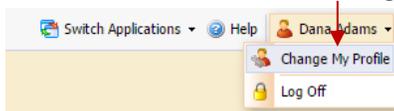
NOTE: SELECTING THE **WRONG CAMPUS** WILL PREVENT YOUR SUPERVISOR FROM EVALUATING YOU.

NOTE: The answer is **case-sensitive**. You will need to remember exactly how you typed the answer. It is recommended that you not use dates, street names or anything that could be abbreviated.

Your profile is now complete. Your supervisor can now add you to the list of staff they evaluate.

- Your campus/department does not automatically change if you move positions in the district. You must edit your profile to change your campus.

UPDATING your profile can be done at any time. Click the **My Profile** button from the Eduphoria home page OR from within PDAS, click **Change My Profile**.



III. FREQUENTLY ASKED QUESTIONS

1. I do not see APPRAISE when I log into Eduphoria.

First, check your profile to make sure you have selected the correct campus/department. Second, ask your supervisor to select your name in their Appraiser Setup portion of APPRAISE.

2. I cannot login to Eduphoria (APPRAISE).

The URL to access Eduphoria is <https://appraise.pisd.edu> . Do not use Internet Explorer. Your username is just your firstname.lastname (not your email address).

3. Who do I contact if I still need help?

If you still need help using Eduphoria, contact Instructional Technology Specialist, Dana Adams.

Dana.Adams@pisd.edu (ext. 28092)

IV. ELECTRONIC SIGNATURES

Electronic Signatures are required for most evaluations. Signatures are disabled for Teacher Goals.

1. Click the signature button on the menu bar and then select your name to sign.



2. Enter your network username and password and your answer to your secret question.

A screenshot of a web form titled "Signature for Dana Adams:" with a close button (X) in the top right corner. The form contains three input fields: "Eduphoria UserName:", "Eduphoria Password:", and "In what city did you meet your spouse/significant other?". Below the third field is a button labeled "Electronically Sign Document". At the bottom, there is a checkbox with the text "By checking this box, I am indicating a refusal to sign this document." and a callout box pointing to it that says "DO NOT check this box unless you are refusing to sign the evaluation." Another callout box to the right of the form says "This answer is case-sensitive."