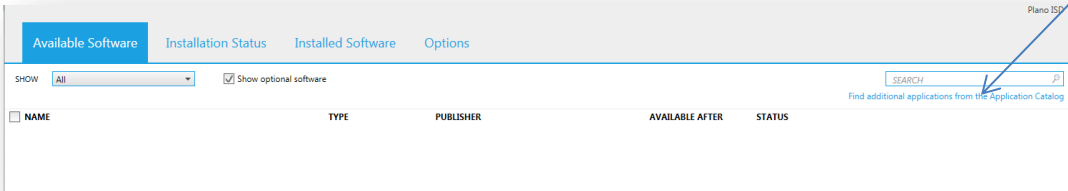# Setting up Eduphoria for Academic Services
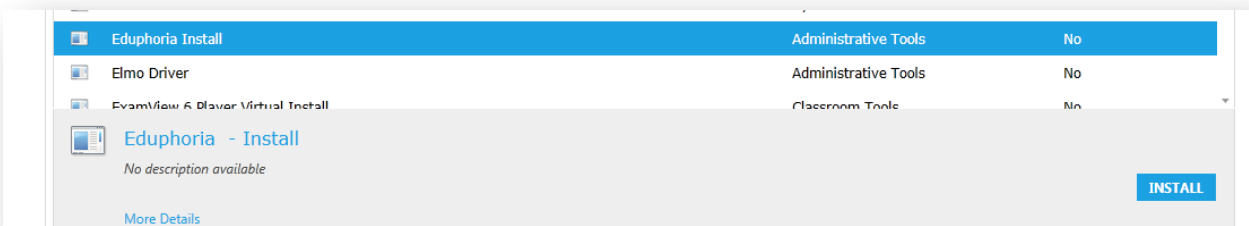
Installing the program

Go to *AppDepot* (Icon on the desktop) and install Eduphoria. Click on link *"Find additional applications from the Application Catalog"* in the upper right hand corner under **Search**. (**Note:** If Eduphoria has already been installed, it will show up under **Installation Status** tab.)
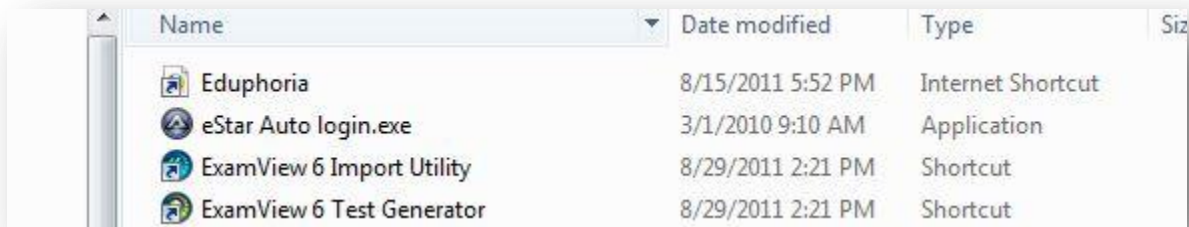
Find **Eduphoria Install** in the list.
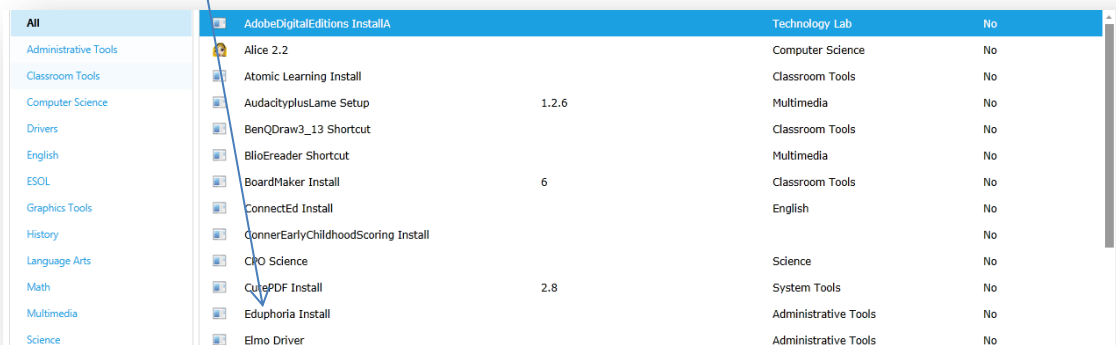
Click on **Eduphoria Install** and then on **INSTALL** in the bottom right corner. It will ask you if you are sure. Click Yes.

Once that has been installed:
Open **PISD Apps** folder on your desktop.
Open *Administrative Tools*.
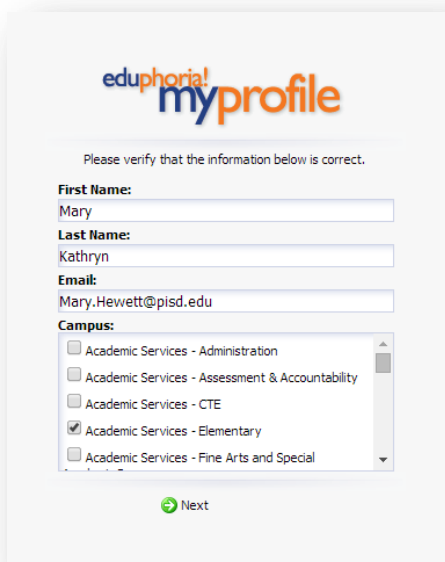Click on *Eduphoria* to open the program.

Filling out your profile

Add your email address and pick your campuses. <u>You will pick one only.</u> (Academic Services and your department)   I have added the supervisor's name here to help you.

Academic Services – Administration (Jim Wussow)
Academic Services – Assessment & Accountability (Dash Weerasinghe)
Academic Services – Secondary (Lisa Thibodeaux)
Academic Services – Fine Arts and Special Academic Programs (Kathy Kuddes)
Academic Services – Elementary (Jayne Cantwell)
Academic Services – Multilingual/Elementary (Emelia Ahmed)
Academic Services – Holifield Science Learning Center (Brian Thomas)
Academic Services – CTE (David Hitt)

Click **Next**

Choose Paraprofessional or Other and click **Next**.
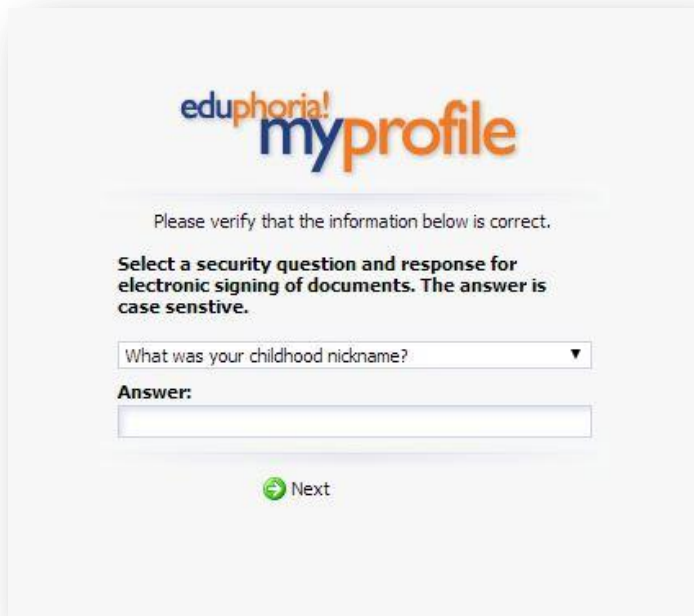
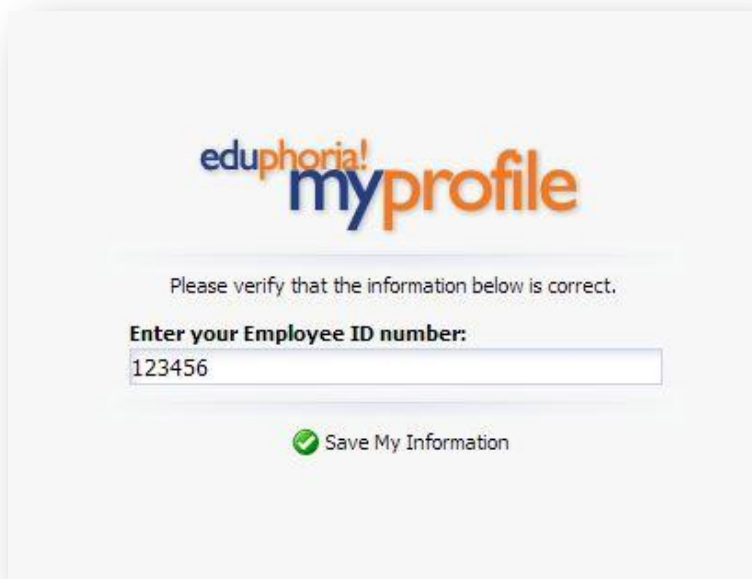Choose a security question and answer. This will be used to electronically sign the evaluation. **Remember it. It is case sensitive.**
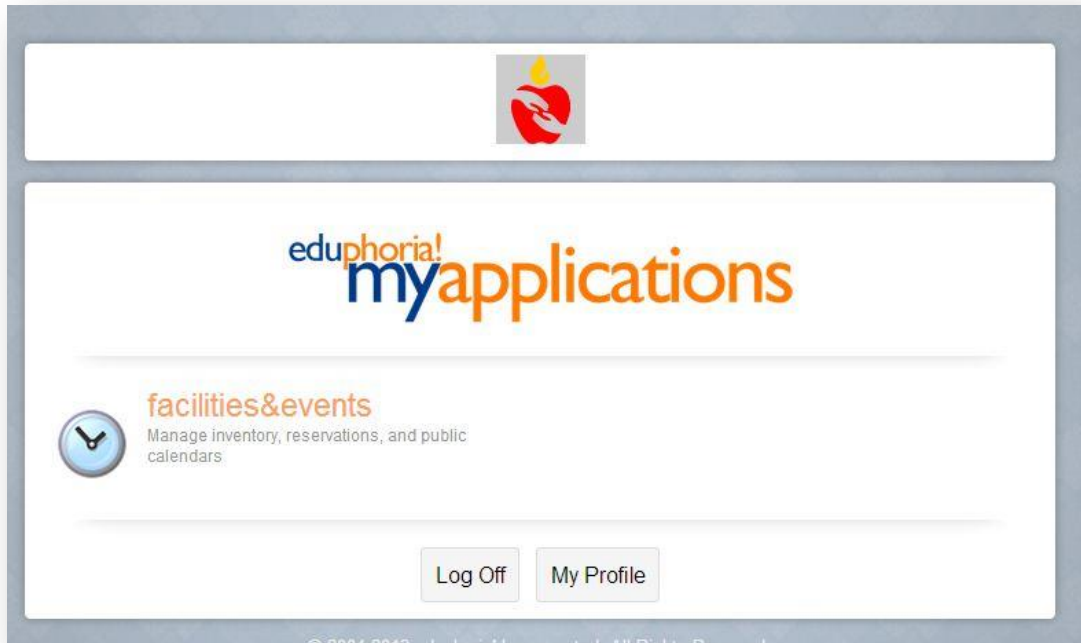

Add your employee ID number. If you do not know your ID number, please use **Employee Service Center** in TEAMS. https://teams.pisd.edu/servicecenter
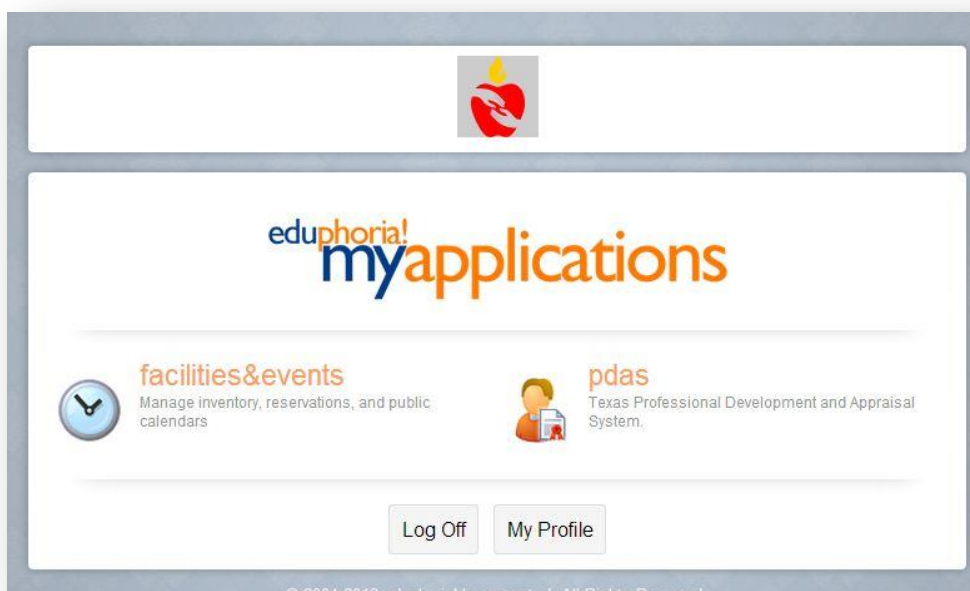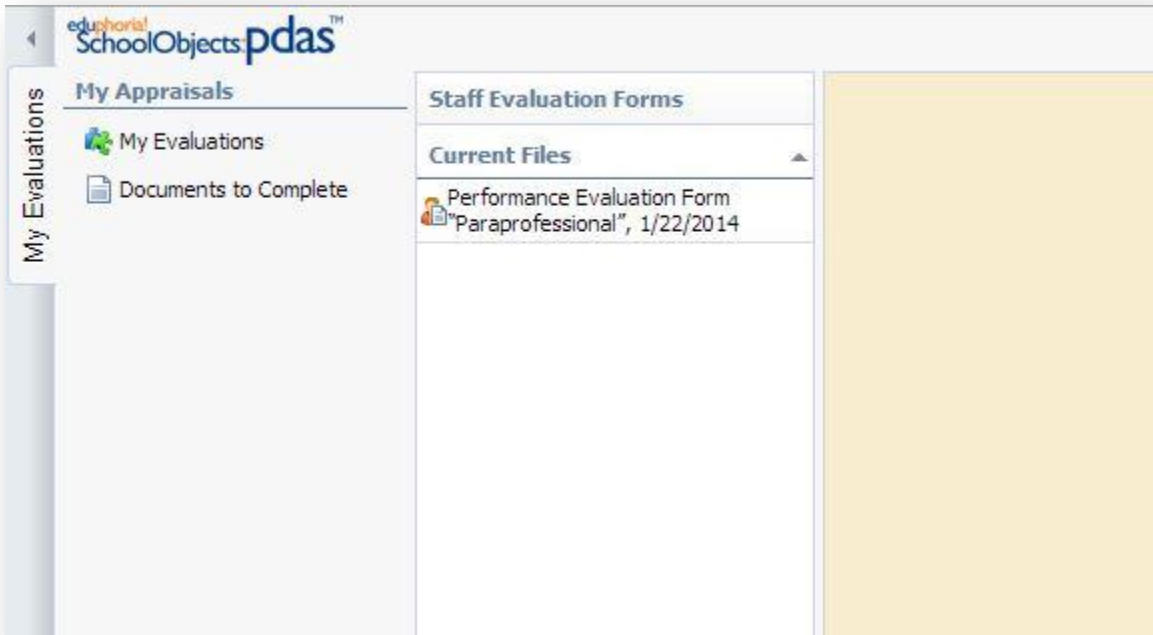
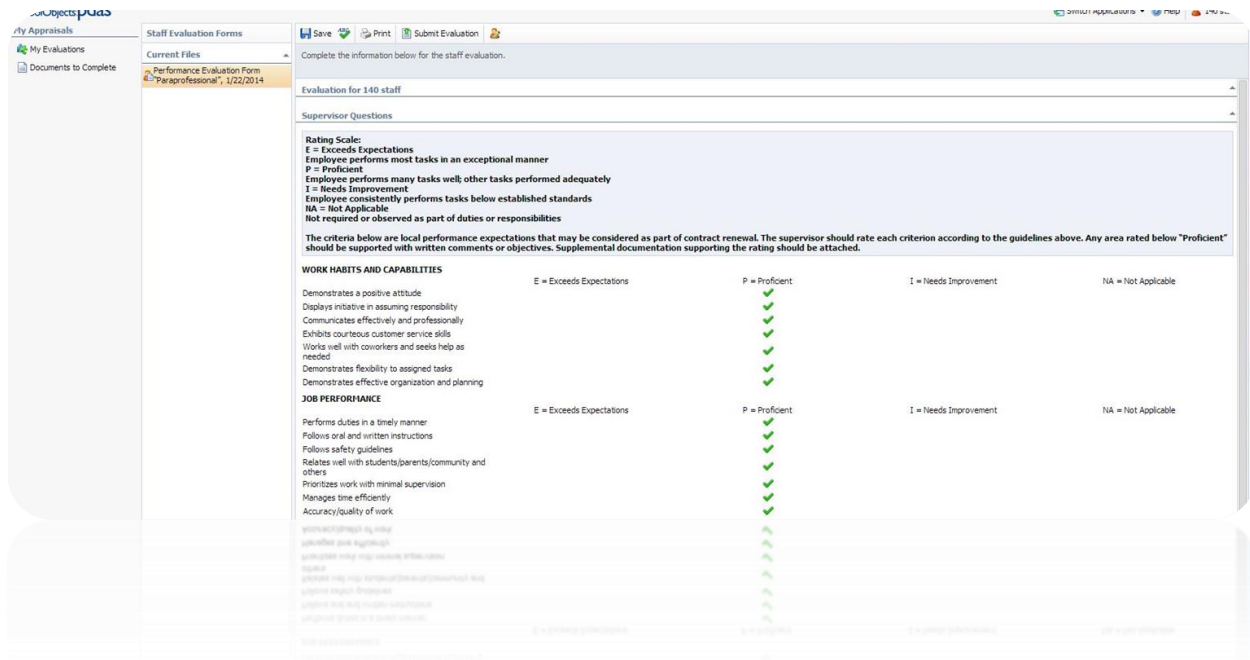You will not see the **PDAS** icon until your appraiser has been assigned.

This is what you will see after your appraiser has been assigned. Click on PDAS icon to enter the program and view your evaluations.
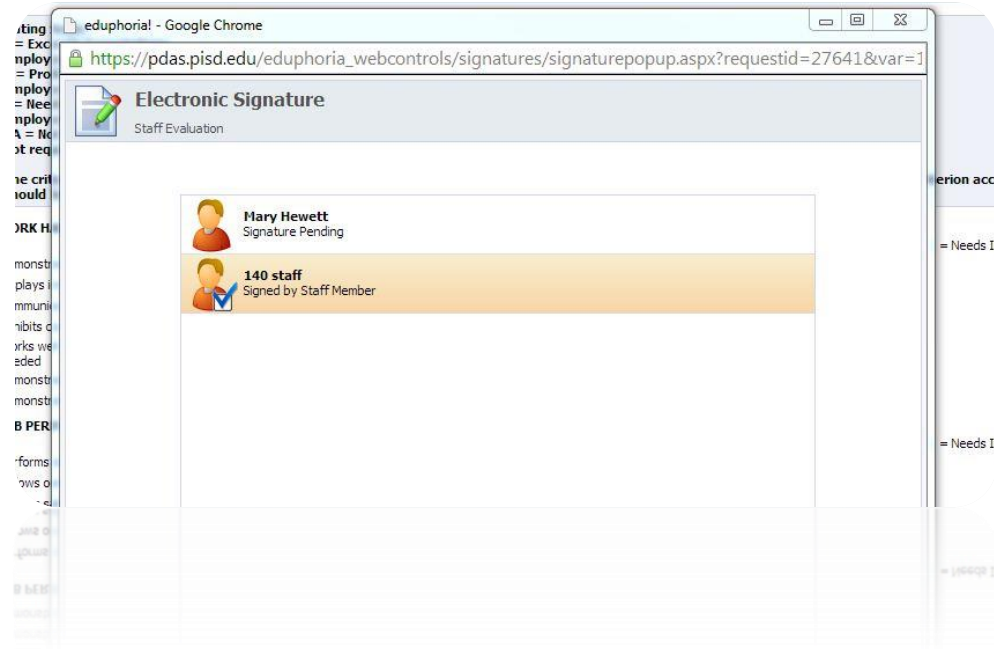
Click on My Evaluations to see your evaluations.

Once you have viewed the evaluation click on **submit evaluation**.

Signing the Evaluation

Click on the pencil icon. Fill in the information. Use your network login and password. Use your security question from the profile page.

You will see a blue check if your document has been signed.