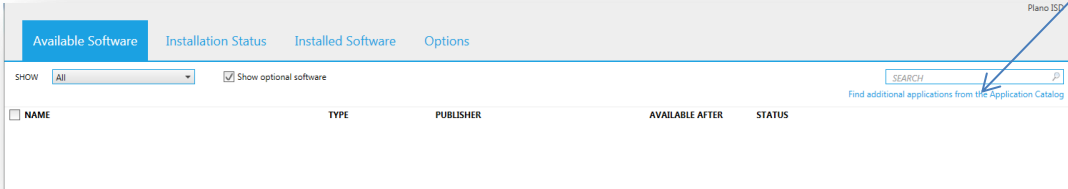


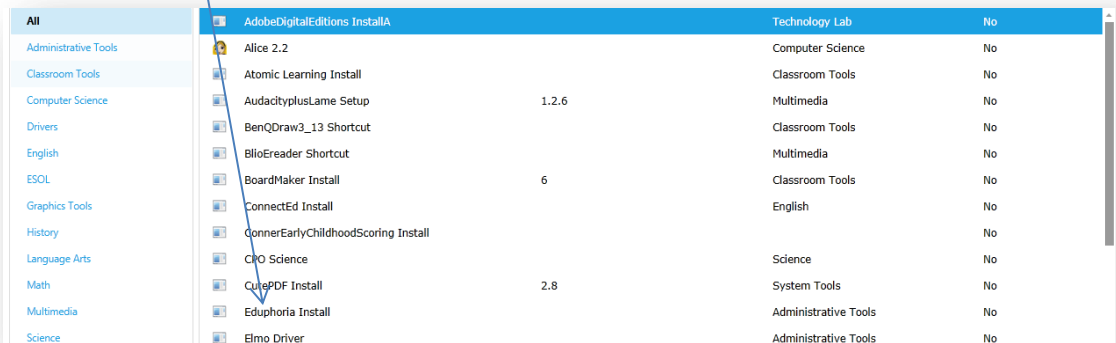
# Setting up Eduphoria for Business Services

## Installing the program

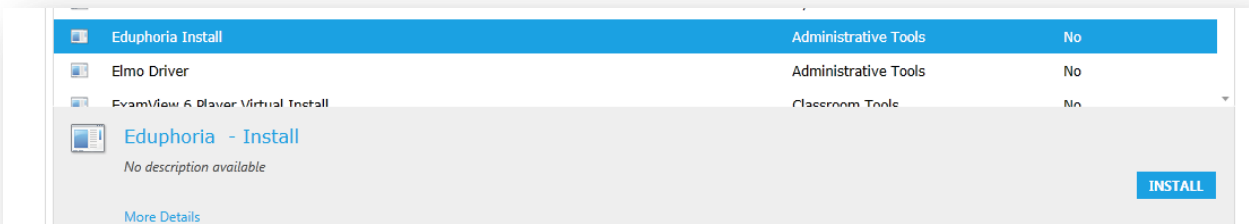
Go to *AppDepot* (Icon on the desktop) and install Eduphoria. Click on link "Find additional applications from the Application Catalog" in the upper right hand corner under **Search**. (**Note:** If Eduphoria has already been installed, it will show up under **Installation Status** tab.)



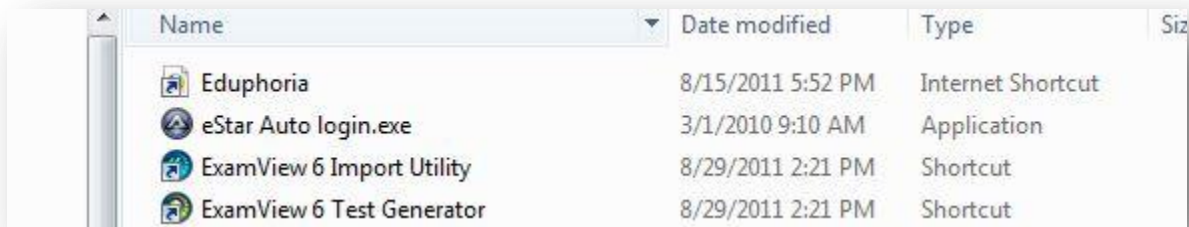
Find **Eduphoria Install** in the list.



Click on **Eduphoria Install** and then click 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.



Name	Date modified	Type	Size
Eduphoria	8/15/2011 5:52 PM	Internet Shortcut	
eStar Auto login.exe	3/1/2010 9:10 AM	Application	
ExamView 6 Import Utility	8/29/2011 2:21 PM	Shortcut	
ExamView 6 Test Generator	8/29/2011 2:21 PM	Shortcut	

### Filling out your profile

Add your email address and pick your campuses. You will pick one only unless you are an evaluator. (Business Services and your department) I have added the supervisor's name here to help you. If you are an evaluator: Choose your department and your supervisor's department.

- Business Services – Administration (Steve Fortenberry)
- Business Services – Finance (Linda Madon)
- Business Services – Compliance/System/Travel (Veronica Couzynse)
- Business Services – PASAR Finance (Karen Standlee)
- Business Services – Accounts Payable (Dede Day)
- Business Services – Payroll (Kathy Nichols)
- Business Services – Purchasing (Ray Weaver)

eduphoria!  
myprofile

Please verify that the information below is correct.

**First Name:**  
Mary

**Last Name:**  
Kathryn

**Email:**  
Mary.Hewett@pisd.edu

**Campus:**

- Business Services - Accounting
- Business Services - Accounts Payable
- Business Services - Administration
- Business Services - Compliance/Systems/Travel
- Business Services - Financial Services
- Business Services - BASAP

Next

Click **Next**

eduphoria!  
myprofile

Please verify that the information below is correct.

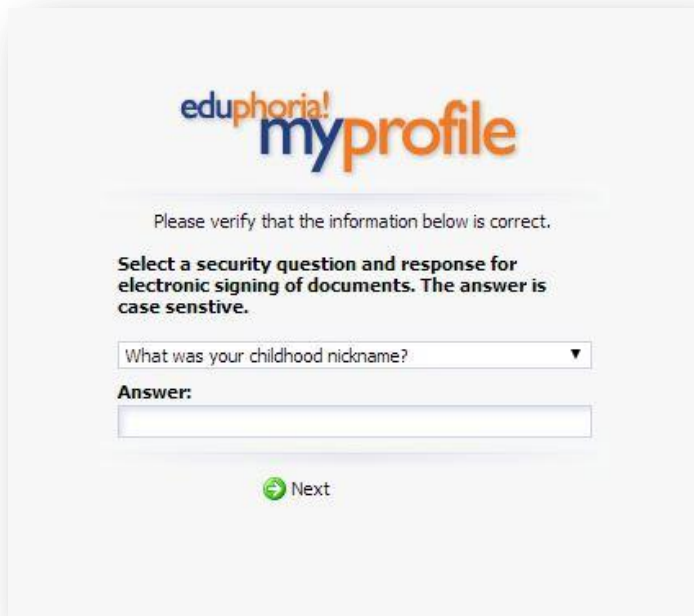
**What is your primary role in the district?**

- Teacher
- Paraprofessional
- Principal/Vice Principal
- Superintendent/Assistant Superintendent
- Other

Next


Choose Paraprofessional, Other, etc .  
Click **Next**.

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



The screenshot shows the 'eduphoria! myprofile' interface. At the top, the logo 'eduphoria! myprofile' is displayed in blue and orange. Below the logo, a message reads: 'Please verify that the information below is correct.' Underneath, a bold instruction states: 'Select a security question and response for electronic signing of documents. The answer is case sensitive.' A dropdown menu is open, showing the question 'What was your childhood nickname?'. Below the dropdown, the label 'Answer:' is followed by an empty text input field. At the bottom center, there is a green circular button with a right-pointing arrow and the text 'Next'.

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>



The screenshot shows the 'eduphoria! myprofile' interface. At the top, the logo 'eduphoria! myprofile' is displayed in blue and orange. Below the logo, a message reads: 'Please verify that the information below is correct.' Underneath, a bold instruction states: 'Enter your Employee ID number:'. Below this instruction, a text input field contains the number '123456'. At the bottom center, there is a green circular button with a checkmark and the text 'Save My Information'.

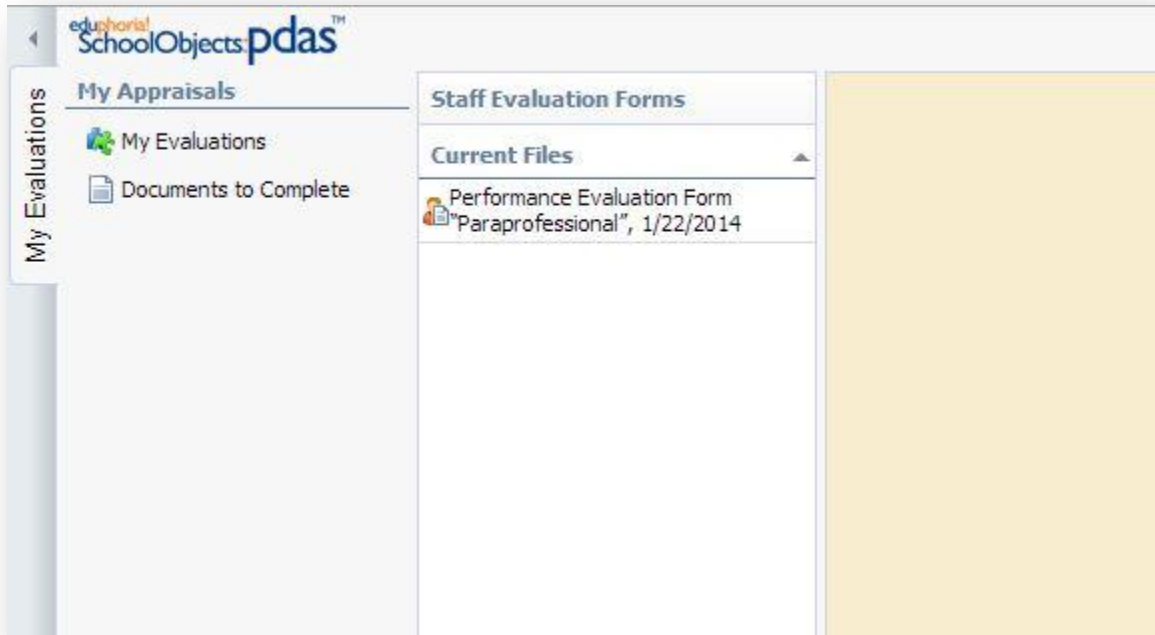
You will not see the **PDAS** icon until your appraiser has been assigned.



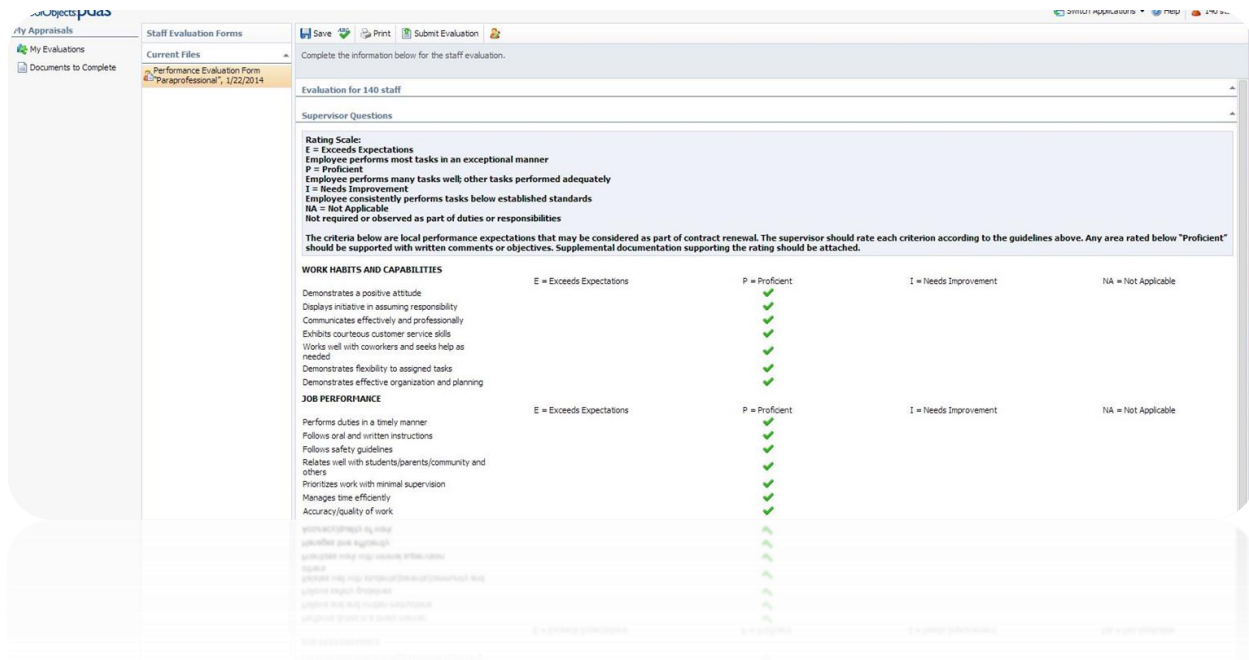
This is what you will see after your appraiser has been assigned. Click on PDAS icon to enter the program and view your evaluations.



Click on My Evaluations to see your evaluations.

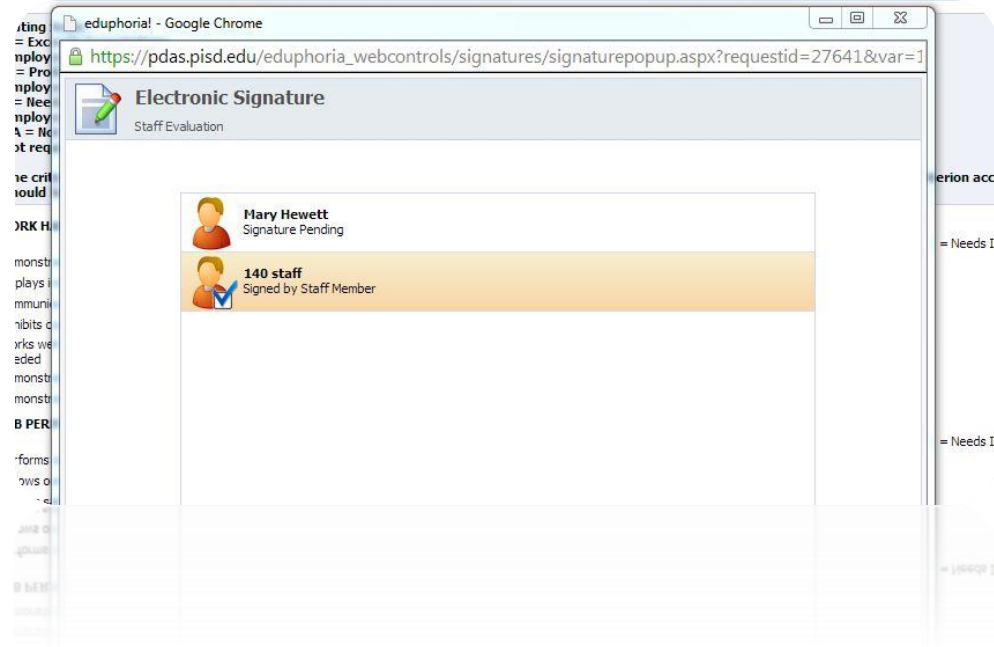


Once you have viewed the evaluation click on **submit evaluation**.



## 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.

You will see a

