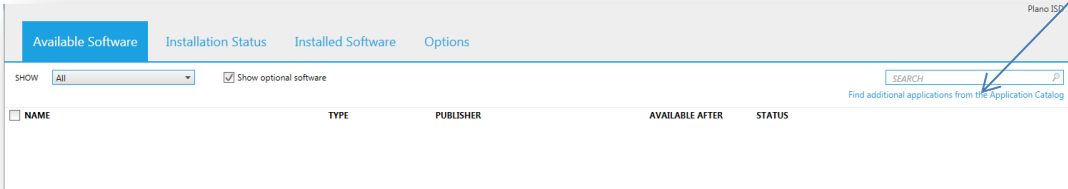


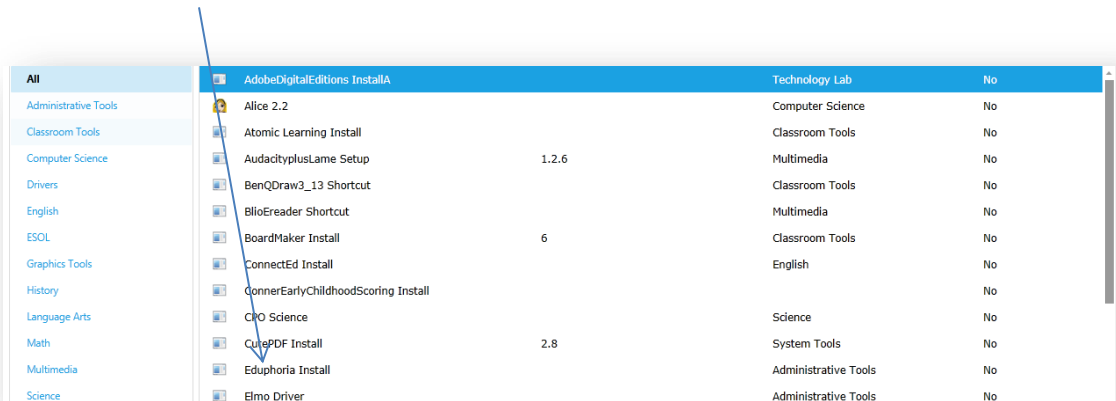
Setting up Eduphoria for FANS School Employee

Installing the program

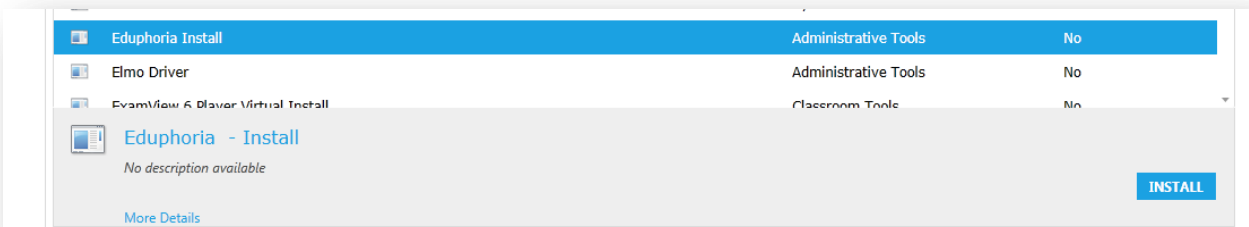
Go to *AppDepot* (Icon on the desktop) and install Eduphoria. Click on link "Find additional applications from the Application Catalog" in the upper right hand corner under **Search**. (**Note:** If Eduphoria has already been installed, it will show up under **Installation Status** tab.)



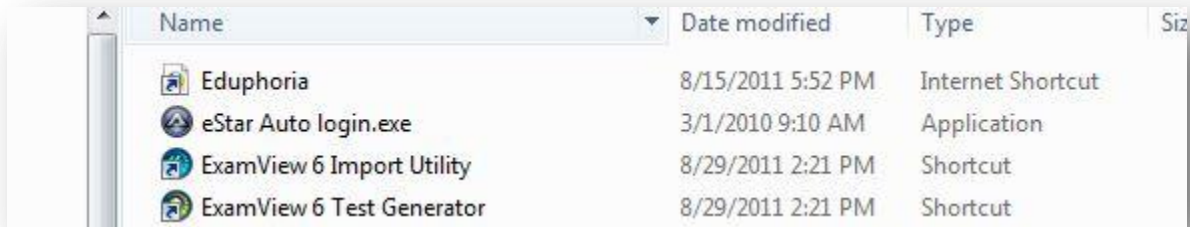
Find **Eduphoria Install** in the list.



Click on **Eduphoria Install** and then on **INSTALL** in the bottom right corner. It will ask you if you are sure. Click Yes.



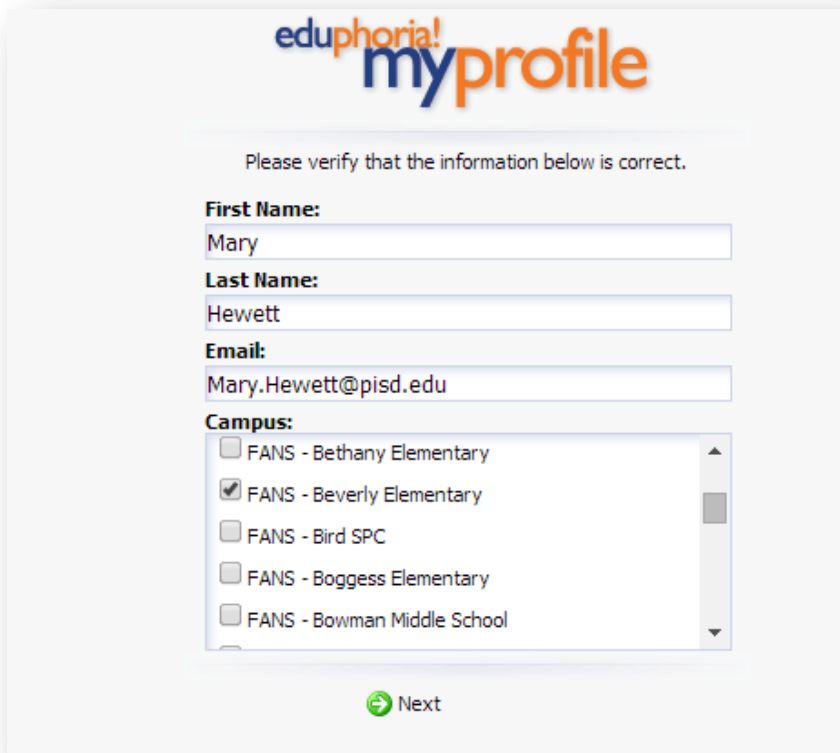
Once that has been installed:
Open **PISD Apps** folder on your desktop.
Open *Administrative Tools*.
Click on *Eduphoria* to open the program.



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. (FANS FANSCampusName) Do not pick campus name only! **Example:** FANS - Beverly Elementary **not** Beverly Elementary



eduphoria!
myprofile

Please verify that the information below is correct.

First Name:
Mary

Last Name:
Hewett

Email:
Mary.Hewett@pisd.edu

Campus:

- FANS - Bethany Elementary
- FANS - Beverly Elementary
- FANS - Bird SPC
- FANS - Boggess Elementary
- FANS - Bowman Middle School

Next

Click Next

Choose Paraprofessional and click Next.




eduphoria!
myprofile

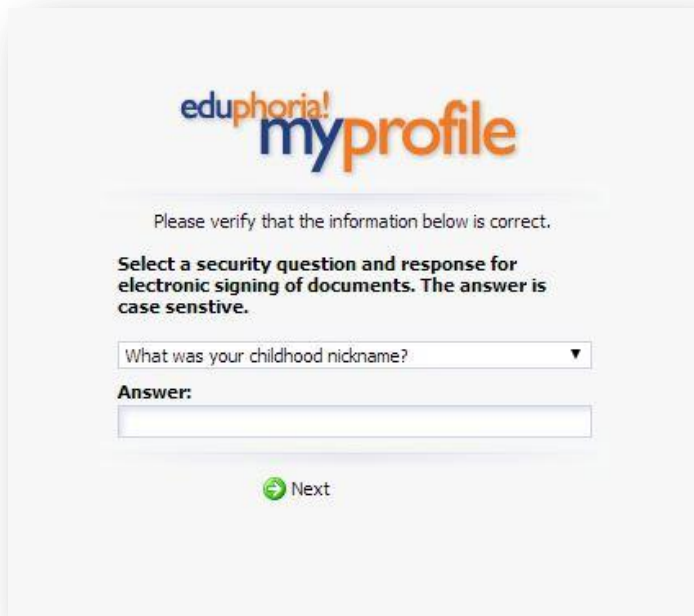
Please verify that the information below is correct.

What is your primary role in the district?

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

 Next

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



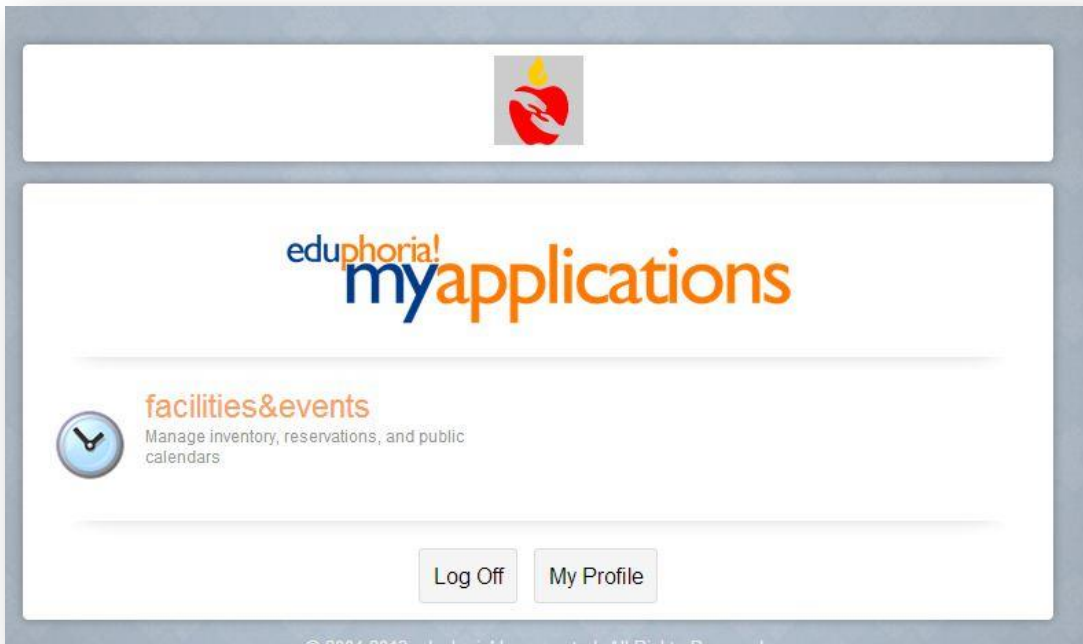
The screenshot shows the 'eduphoria! myprofile' logo at the top. Below it, a message reads: 'Please verify that the information below is correct.' The instructions state: 'Select a security question and response for electronic signing of documents. The answer is case sensitive.' A dropdown menu is set to 'What was your childhood nickname?'. Below the dropdown is an 'Answer:' label and an empty text input field. At the bottom, there is a green arrow icon followed by the text 'Next'.

Add your employee ID number. If you do not know your ID number please use this link: <https://is.pisd.edu/PTSWebF/MyEmpID>. If this is not available, please use **Employee Service Center** in TEAMS. <https://teams.pisd.edu/servicecenter>

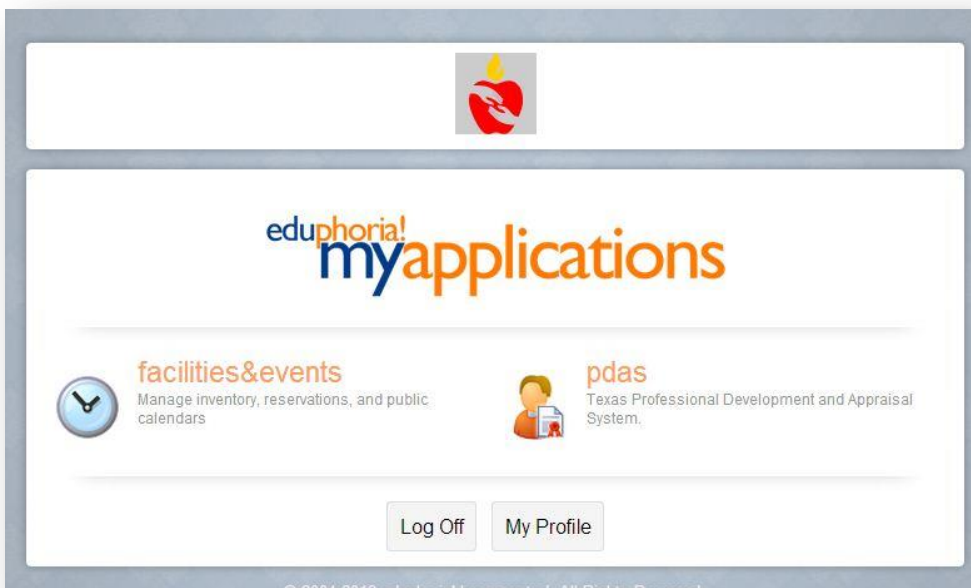


The screenshot shows the 'eduphoria! myprofile' logo at the top. Below it, a message reads: 'Please verify that the information below is correct.' The instructions state: 'Enter your Employee ID number:'. A text input field contains the number '123456'. At the bottom, there is a green checkmark icon followed by the text 'Save My Information'.

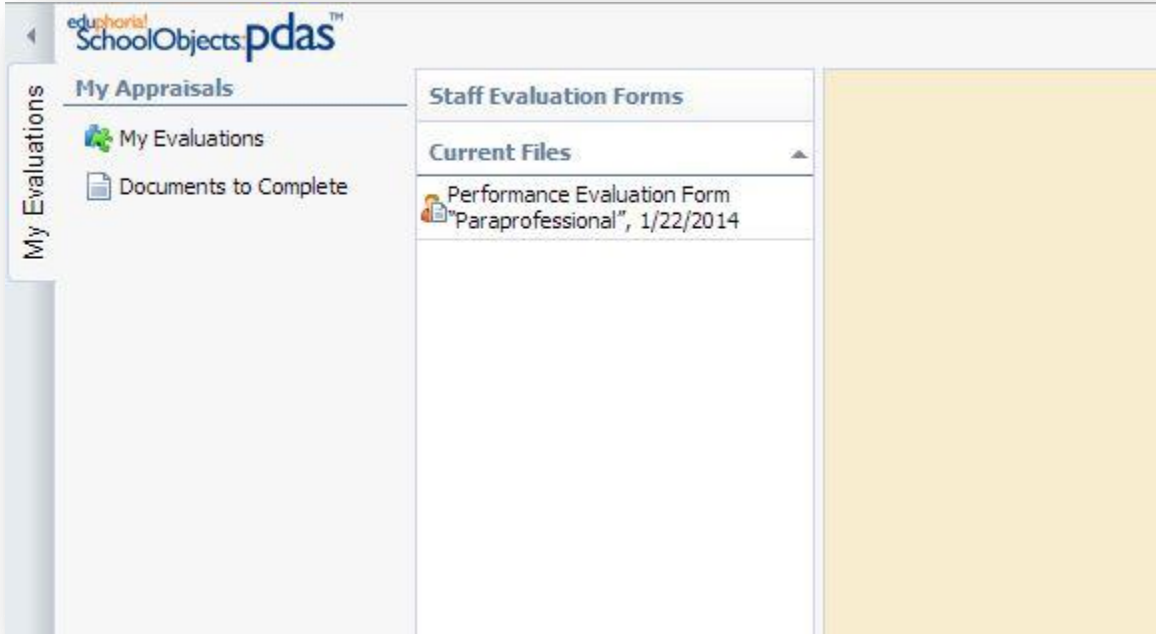
You will not see the PDAS icon until your appraiser has been assigned.



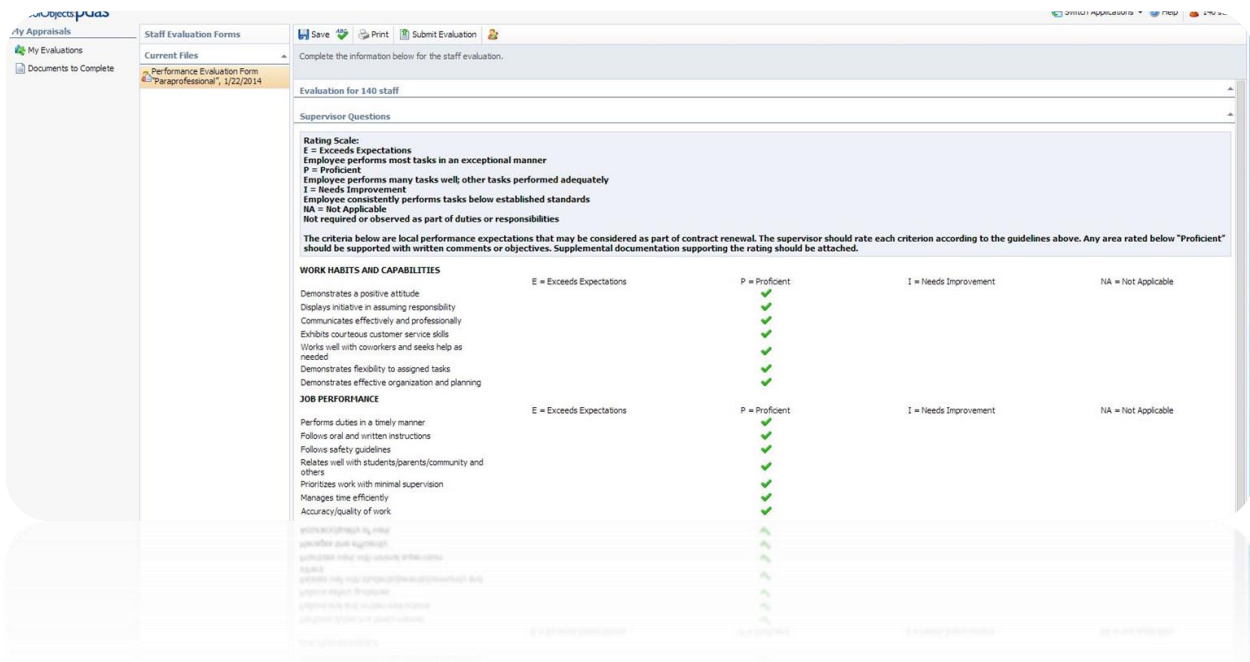
This is what you will see after your appraiser has been assigned. Click on PDAS icon to enter the program and view your evaluations.



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.

The screenshot shows a web browser window with the URL https://pdas.pisd.edu/eduphoria_webcontrols/signatures/signaturepopup.aspx?requestid=27641&var=1. The page title is "Electronic Signature" and the subtitle is "Staff Evaluation". The form contains the following elements:

- A close button (X) in the top right corner.
- The text "Signature for 140 staff:" in orange.
- A label "SchoolObjects Username:" followed by a text input field.
- A label "SchoolObjects Password:" followed by a text input field.
- A label "What was your childhood nickname?" followed by a text input field.
- A button labeled "Electronically Sign Document" with a pencil icon.
- A checkbox with the text "By checking this box, I am indicating a **refusal** to sign this document."

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

