Setting up Eduphoria for Technology Department

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.)
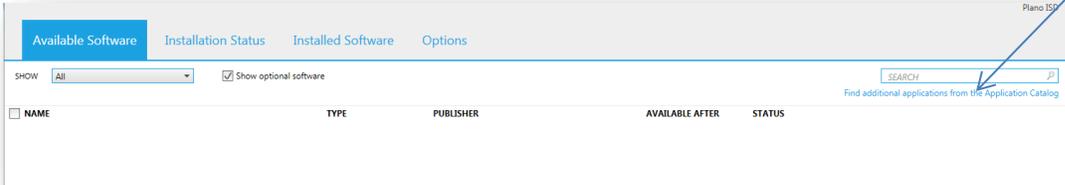
Find **Eduphoria Install** in the list.
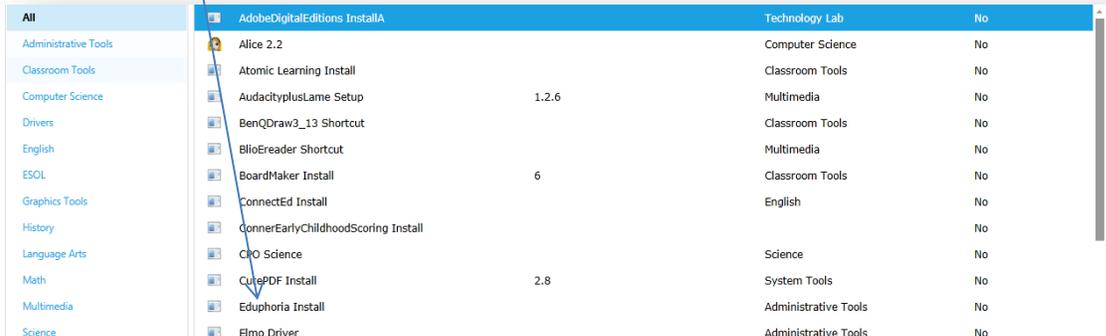
Click on **Eduphoria Install** and then on **INSTALL** in the bottom right corner. It will ask you if you are sure. Click Yes.
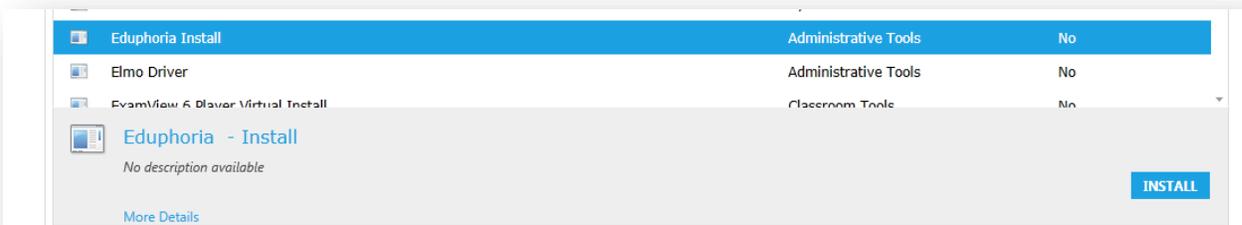
Once that has been installed:
Open **PISD Apps** folder on your desktop.
Open *Administrative Tools*.
Click on *Eduphoria* to open the program.
Login with your network login and password.
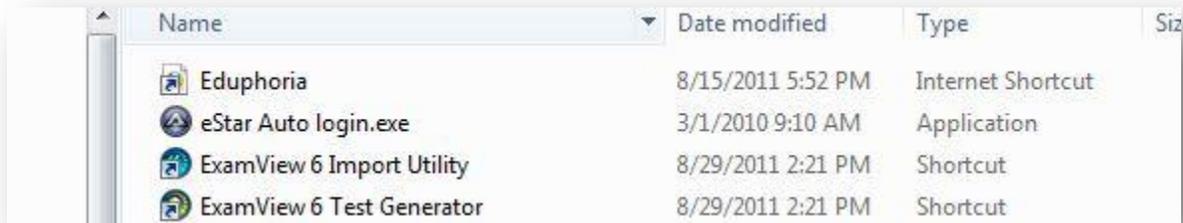
Name	▼	Date modified	Type	Siz
Eduphoria		8/15/2011 5:52 PM	Internet Shortcut	
eStar Auto login.exe		3/1/2010 9:10 AM	Application	
ExamView 6 Import Utility		8/29/2011 2:21 PM	Shortcut	
ExamView 6 Test Generator		8/29/2011 2:21 PM	Shortcut	

Filling out your profile

Add your email address and pick your department. <u>You will pick one only if you are not an evaluator.</u>

<u>Technology – Operations</u>
<u>Technology – Security and Help Desk</u>
<u>Technology – TEAMS</u>
<u>Technology – Telecommunication and Special Projects</u>
<u>Technology – Infrastructure Support Services</u>
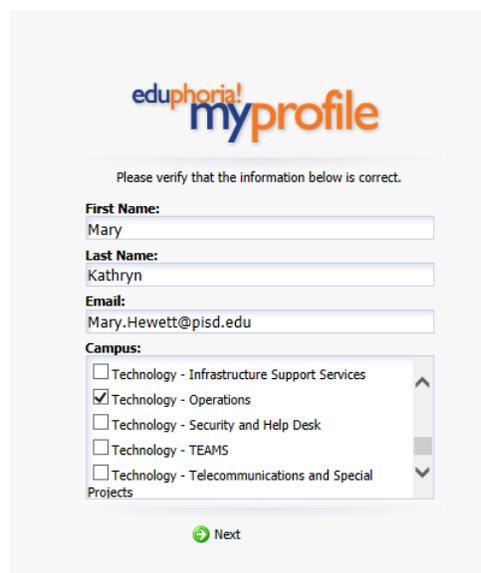
eduphoria!
myprofile

Please verify that the information below is correct.

First Name:
Mary
Last Name:
Kathryn
Email:
Mary.Hewett@pisd.edu
Campus:
☐ Technology - Infrastructure Support Services
☑ Technology - Operations
☐ Technology - Security and Help Desk
☐ Technology - TEAMS
☐ Technology - Telecommunications and Special Projects

➔ Next

Click **Next**

Choose your role 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.
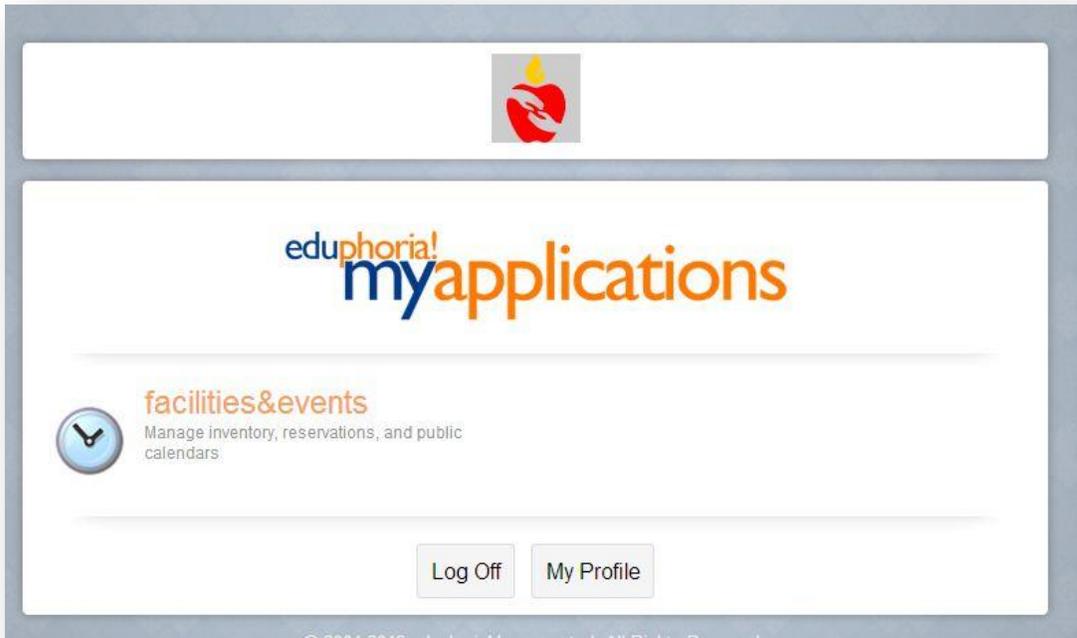
This is what you will see after your appraiser has been assigned. Click on **PDAS** icon to enter the program and view your evaluations.
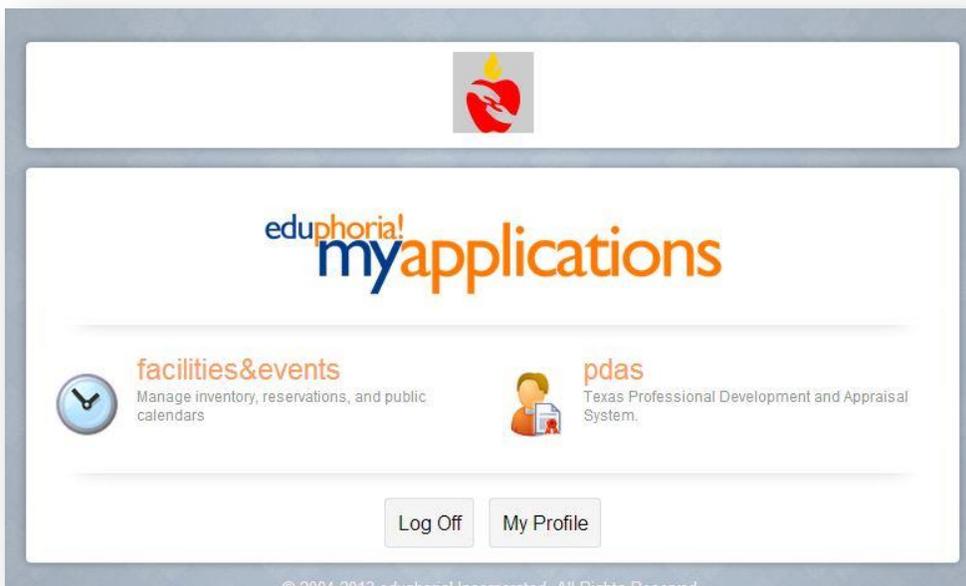
Click on **My Evaluations** to see your evaluations.
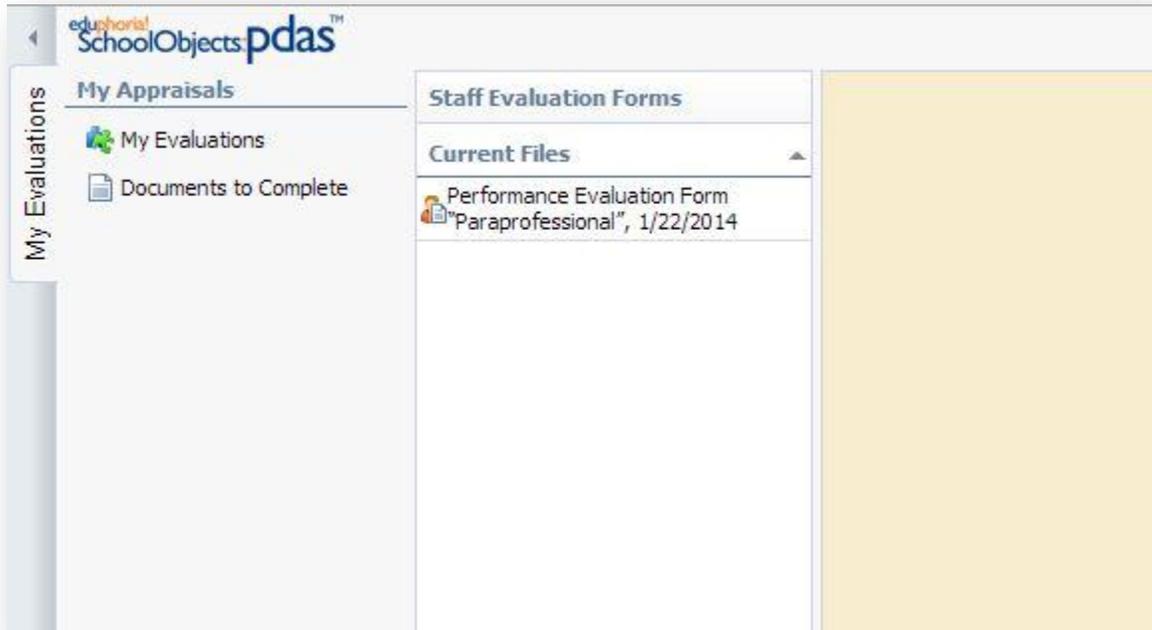
Note: There will be various evaluations used for departments. Individualized handouts will be provided if needed.
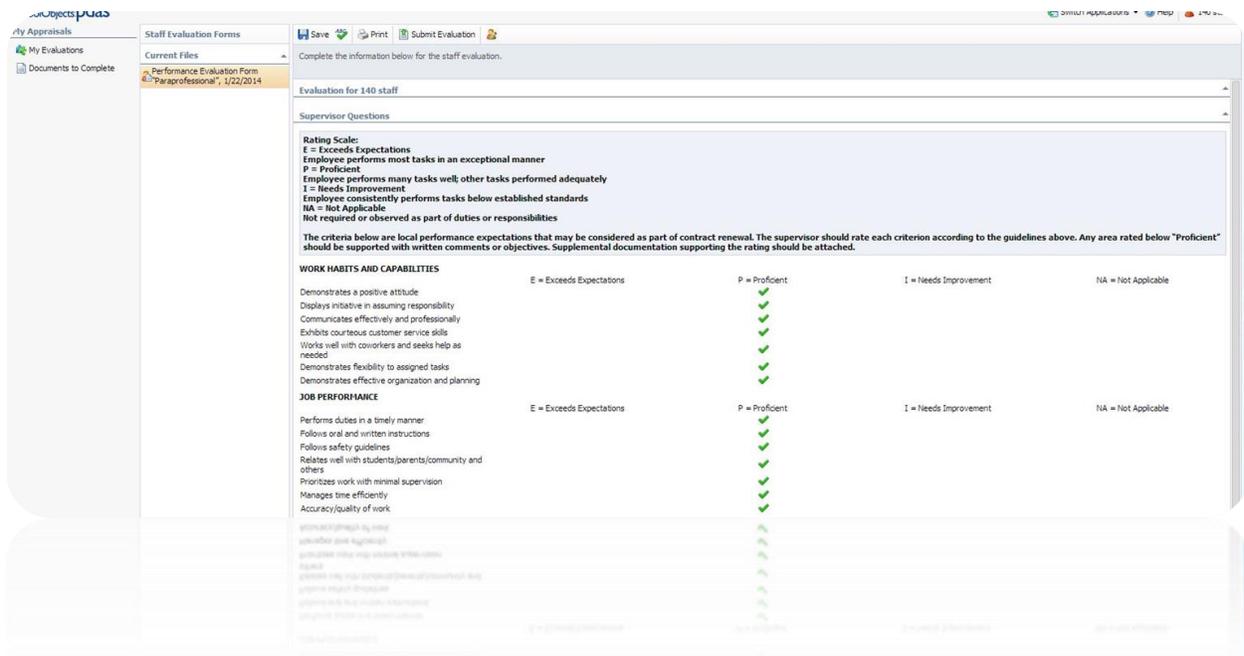
Signing the Evaluation

Click on the pencil icon. Fill in the information. Use your network login and password. Use your security question from the profile page.
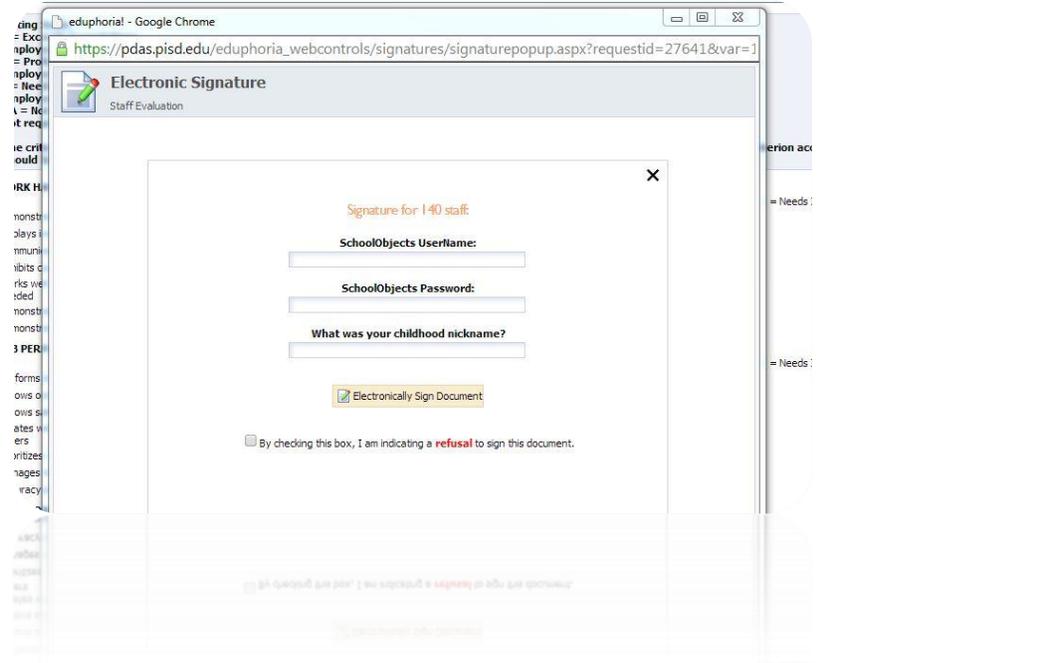
You will see a blue check if your document has been signed.