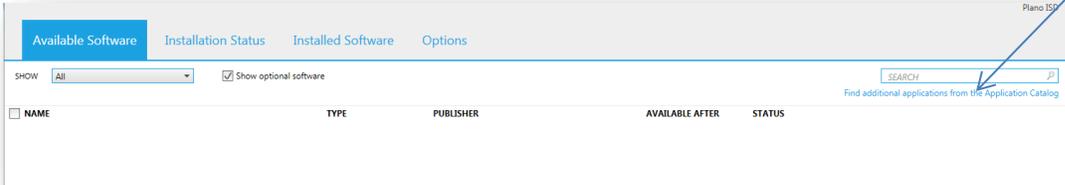


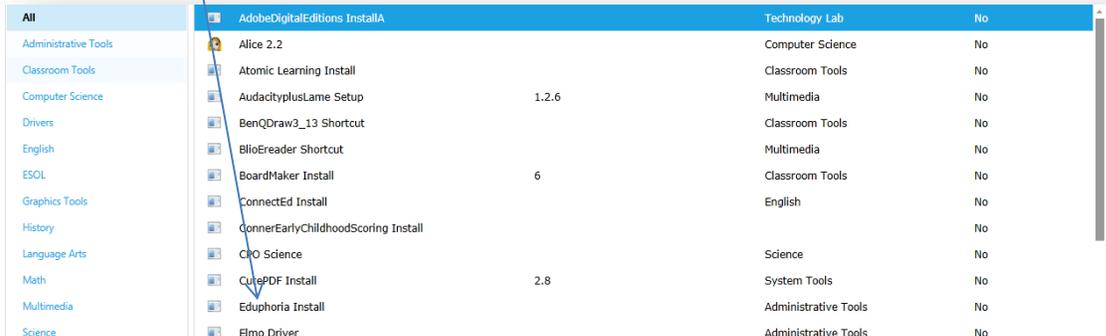
Setting up Eduphoria for Technology Department

Installing the program

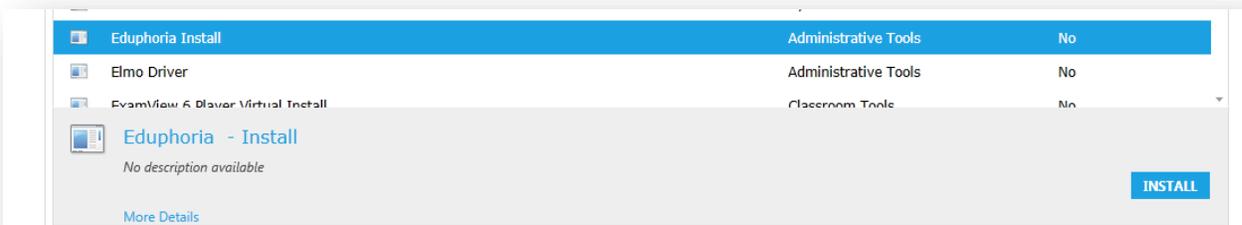
Go to **AppDepot** (Icon on the desktop) and install Eduphoria. Click on link "Find additional applications from the Application Catalog" in the upper right hand corner under **Search**. (**Note:** If Eduphoria has already been installed, it will show up under **Installation Status** tab.)



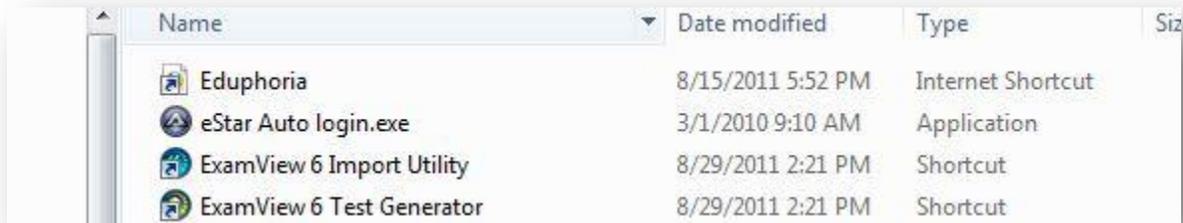
Find **Eduphoria Install** in the list.



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	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 department. You will pick one only if you are not an evaluator.

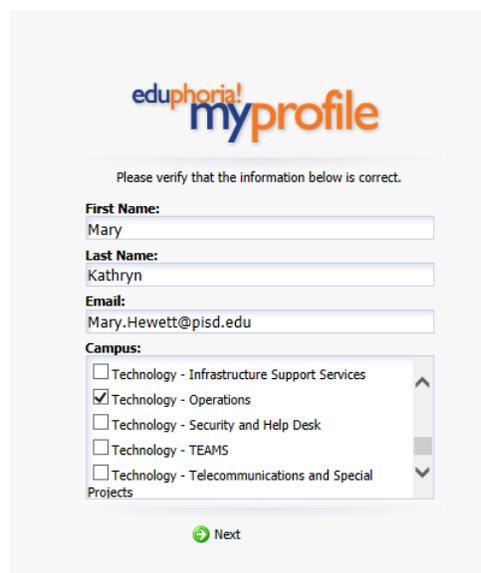
Technology – Operations

Technology – Security and Help Desk

Technology – TEAMS

Technology – Telecommunication and Special Projects

Technology – Infrastructure Support Services



eduphoria!
myprofile

Please verify that the information below is correct.

First Name:
Mary

Last Name:
Kathryn

Email:
Mary.Hewett@pisd.edu

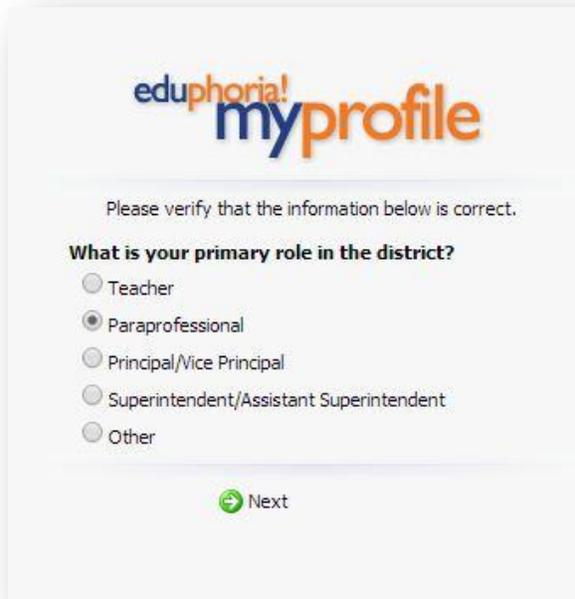
Campus:

- 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**.



eduphoria!
myprofile

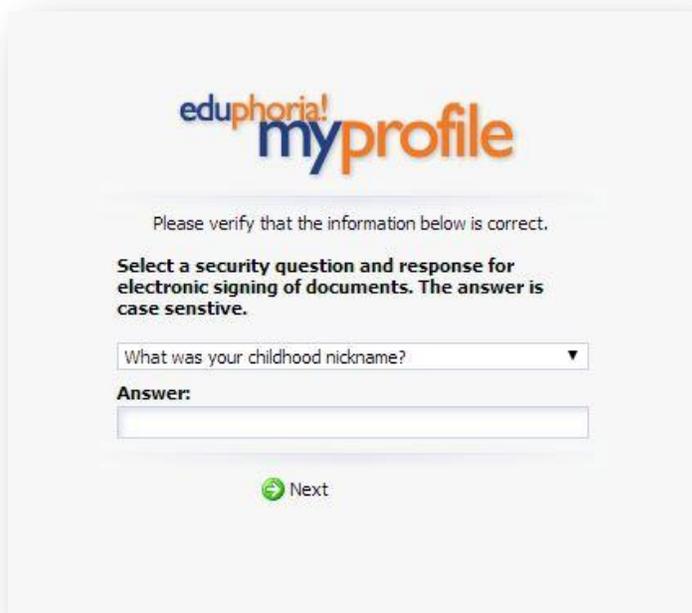
Please verify that the information below is correct.

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.**



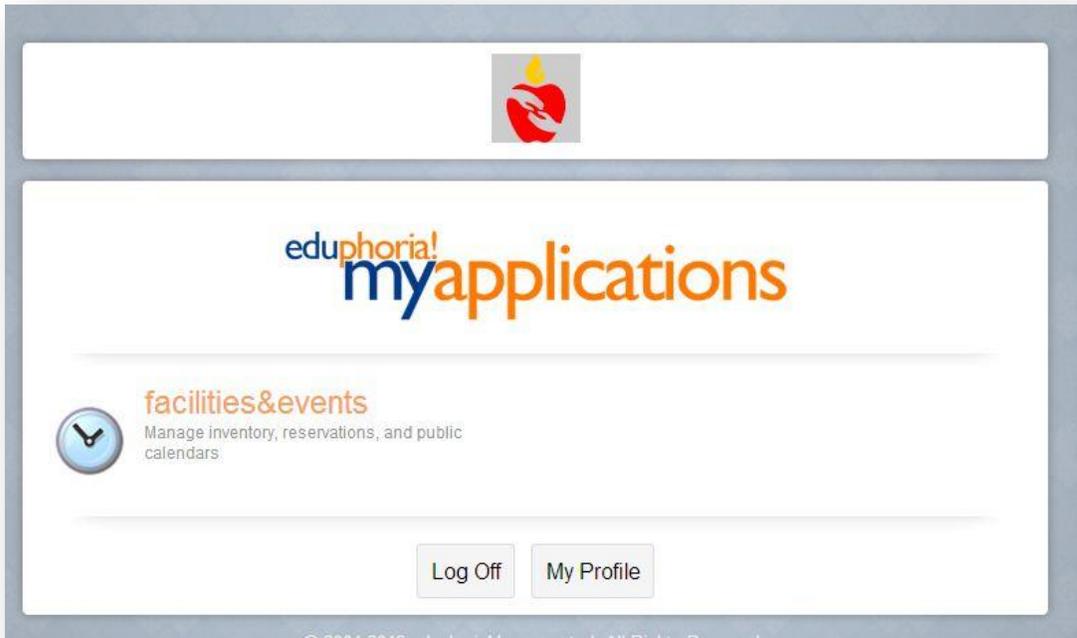
The screenshot shows the 'eduphoria! myprofile' logo at the top. Below it, a message reads: 'Please verify that the information below is correct.' The instructions state: 'Select a security question and response for electronic signing of documents. The answer is case sensitive.' A dropdown menu is set 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 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>

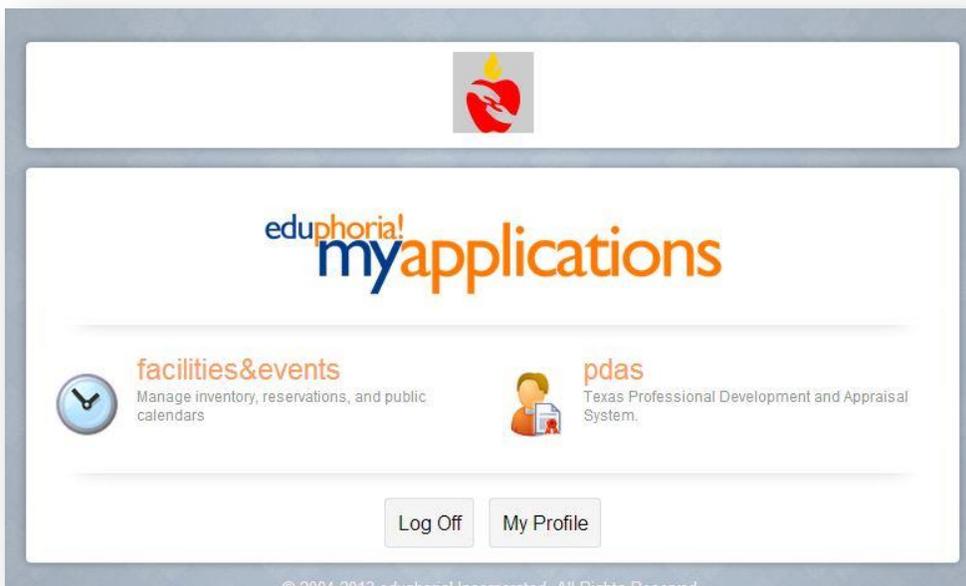


The screenshot shows the 'eduphoria! myprofile' logo at the top. Below it, a message reads: 'Please verify that the information below is correct.' The instructions state: 'Enter your Employee ID number:'. A text input field contains the number '123456'. At the bottom, there is a green circular button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

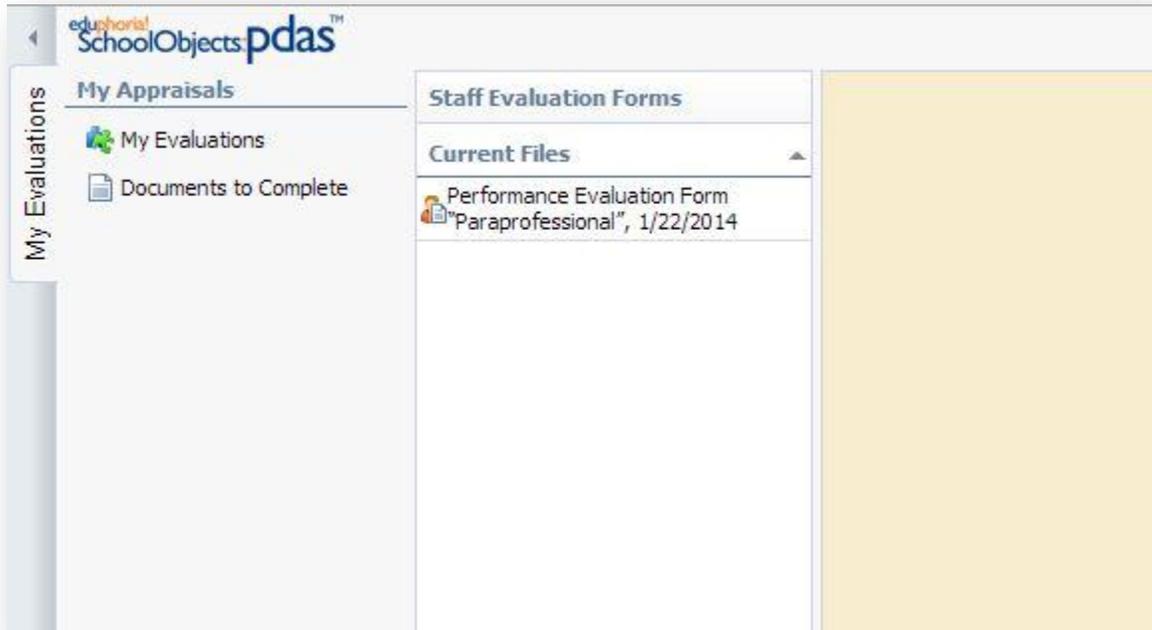
You will not see the **PDAS** icon until your appraiser has been assigned.



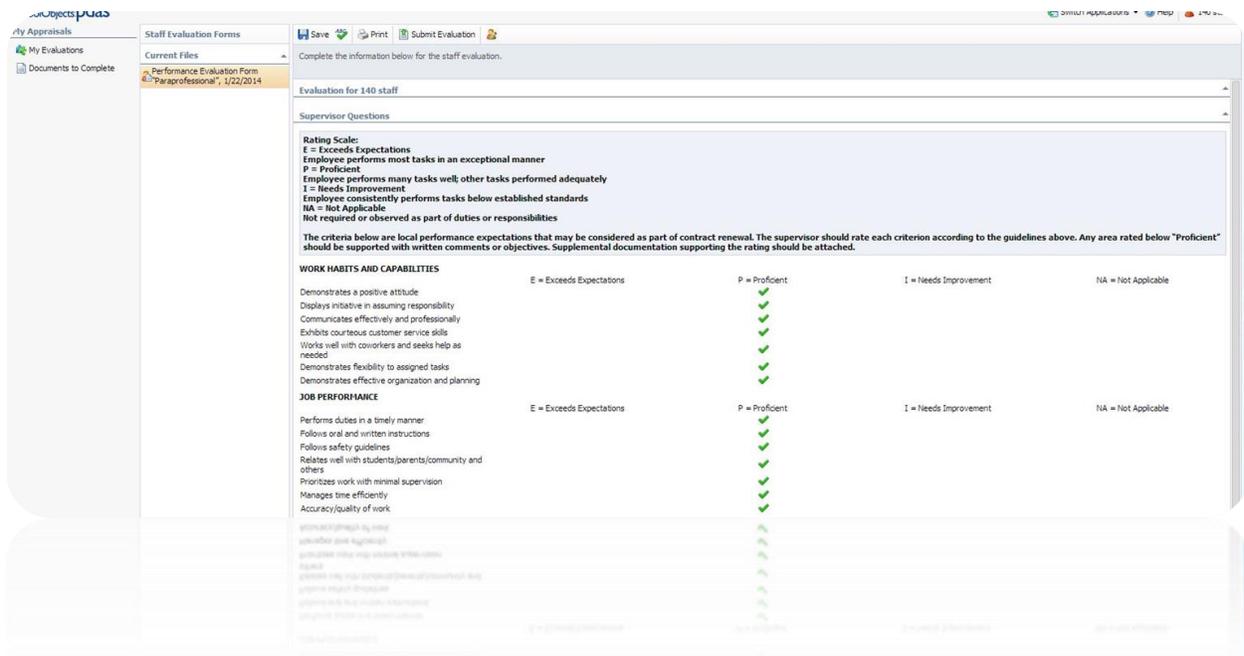
This is what you will see after your appraiser has been assigned. Click on **PDAS** icon to enter the program and view your evaluations.



Click on **My Evaluations** to see your evaluations.

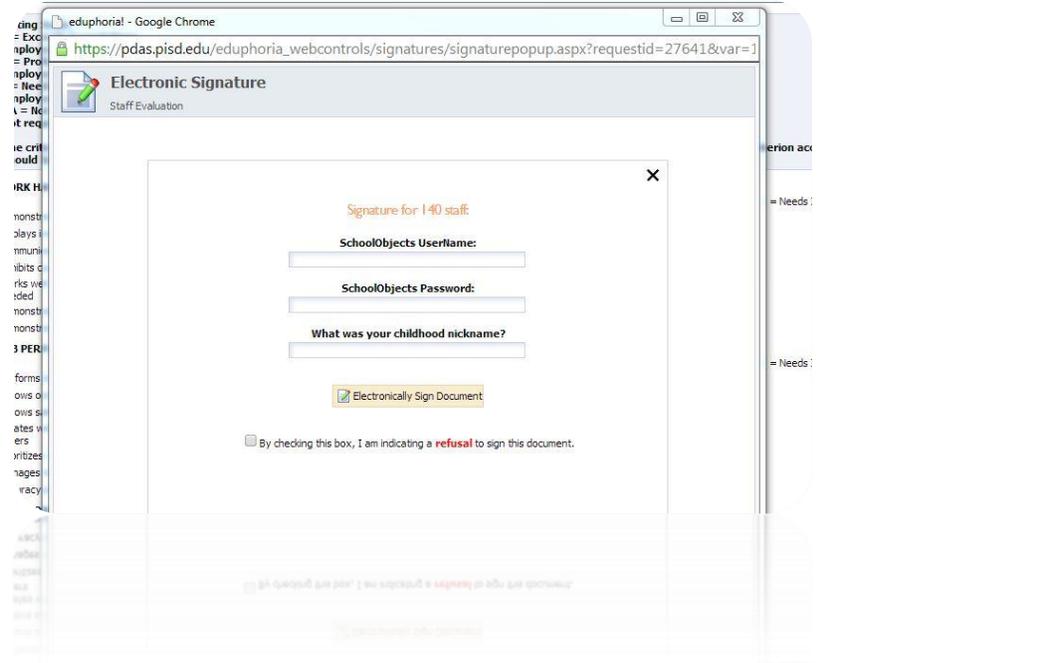


Note: There will be various evaluations used for departments. Individualized handouts will be provided if needed.



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.

