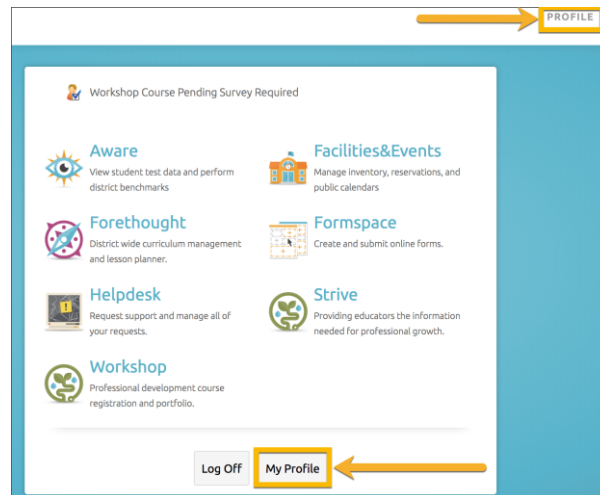
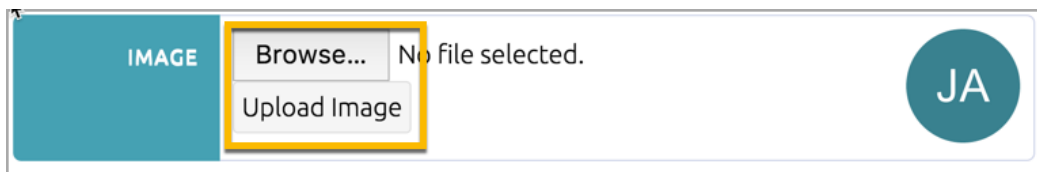




1. Login to Eduphoria and click the **Profile** or **My Profile** buttons on the main app screen.



2. In the initial profile screen, make sure the following is correct:
 - Your First Name
 - Your Last Name
 - Your Email Address:
 - Your Campus: (defined as the campus(es) you will work in most of your time)
 - Uncheck campuses where you no longer work or are no longer current
3. **Image Upload:** The Strive application will show your profile picture on the Campus View for your principals. To upload an image:
 - Click the **Browse** button to locate a profile photo
 - Once a file is selected, the name of the file will be listed next to the Browse button
 - Click the **Upload Image** button
 - Your profile picture will show to the right when it uploads correctly



4. **Primary Role:** Select the primary role you serve in your district/campus for the current school year and then click the **Next** button.

Please verify that the information below is correct.

What is your primary role in the district?

ROLE	
<input checked="" type="radio"/>	Teacher
<input type="radio"/>	Paraprofessional
<input type="radio"/>	Principal/Vice Principal
<input type="radio"/>	Superintendent/Assistant Superintendent
<input type="radio"/>	Other

App Passwords **Next**



5. **Subject Areas:** Check the boxes to match the subject areas you will teach for **the current school year** (you can select more than one) and then click the **Next** button.

Please verify that the information below is correct.

What subject areas do you teach?

SUBJECTS	
<input checked="" type="checkbox"/>	English Language Arts
<input type="checkbox"/>	Mathematics
<input type="checkbox"/>	Reading
<input type="checkbox"/>	Science
<input checked="" type="checkbox"/>	History
<input type="checkbox"/>	Writing
<input type="checkbox"/>	Special Education

App Passwords **Next**

* Be sure to scroll through and uncheck any subject areas no longer current.

6. **Grade Levels:** Check the boxes to match the grade levels you will teach for **the current school year** (you can select more than one) and then click the **Save Changes** button.

Please verify that the information below is correct.

What grades do you teach?

GRADES	
<input type="checkbox"/>	Third
<input type="checkbox"/>	Fourth
<input type="checkbox"/>	Fifth
<input checked="" type="checkbox"/>	Sixth
<input checked="" type="checkbox"/>	Seventh
<input checked="" type="checkbox"/>	Eighth
<input type="checkbox"/>	Ninth

App Passwords **Save Changes**

* Be sure to scroll through and uncheck any grade levels no longer current.

7. **Security Question:** Select a question from the drop-down menu to use as your electronic signature security question and response for completing your evaluation document signature.

If you ever forget your security question response or have trouble signing, go back to edit your Profile and change your response. The system will allow you to change your security question and response any time you need to update it.

****Note:** You can update your profile settings at any point during the year following these same steps.