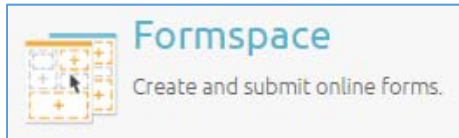


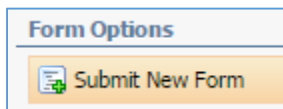
Elgin Independent School District

How to: Access the Elgin ISD Statement of Intent Form

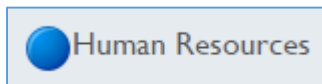
1. Go to www.elginisd.net > Staff > eduphoria.
2. Login with your network login information.
Enter your **user name** (not your email address) and your current **network password**.
3. Click on **Formspace**.



4. Flick on **Submit New Form** (located at the bottom left corner).



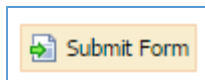
5. Click on **Human Resources**.



6. Click on **Statement of Intent – 2017-2018**.



7. Complete the form. All fields with a red asterisk (*) are required.
8. After completing the form, click **Submit Form**.



9. You must electronically sign the form. This is performed by:
 - entering your current network password,
 - answering your eduphoria security questions
 - clicking **Submit Form**
10. Log off.

*For any questions regarding the Statement of Intent,
call the Human Resources office at (512) 281-3434.*

Elgin ISD Statement of Intent Form Frequently Asked Questions

1. What is my user name and password to my eduphoria account?

- Your eduphoria login information is always the same as your network (email) login information. If you change your network password, it will travel with your eduphoria account too.

2. What do I do if I lock myself out of my eduphoria account?

- First of all, you cannot lock yourself out of your eduphoria account. Close your Internet browser and try again. You can also email the Helpdesk (helpdesk@elginsid.net) for assistance. Please be sure to include your first/last name and your home campus.

3. What do I do if I don't seem to have an eduphoria account?

- Email the Helpdesk (helpdesk@elginsid.net) and request an account.

4. What do I do if my eduphoria account says I do not have a home campus assigned?

- Email the Helpdesk (helpdesk@elginsid.net) and request a campus assigned to your account. Please make sure to list the campus you are located at.

5. What do I do if I forget the answer to my security question and/or I cannot electronically sign documents?

- Login to your account and click on **MY PROFILE**
- **Verify** your first name, last name, and email are correct then click **NEXT**
- **Verify** your role in the district is correct then click **NEXT**
- **Select** a new security question and **enter** an answer then click **NEXT**
 - Your answer is case sensitive!!