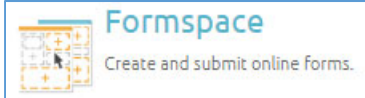


**Elgin Independent School District  
Technology Department**

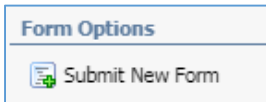
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## How to Access the Elgin ISD Statement of Intent Form

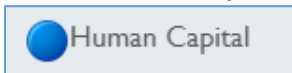
1. Go to [www.elginisd.net](http://www.elginisd.net), click on the **Staff** tab, scroll down and click on **eduphoria**
2. Enter your **user name** and **password**, then click **Sign In**
3. Click on **Formspace**



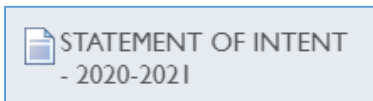
4. At the bottom left corner, click on **Submit New Form**



5. Click on **Human Capital**



6. Click on **Statement of Intent – 2020-2021**



7. Complete and submit the form. All fields with a red asterisk (\*) are required.

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## Frequently Asked Questions

1. **What is my user name and password to my eduphoria account?**
  - **User name:** Your eduphoria user name is the first half of your email address.
  - **Password:** Your eduphoria password is the same as your network/email password.
2. **I do not have an eduphoria account. What do I do now?**
  - Email the Helpdesk ([helpdesk@elginisd.net](mailto:helpdesk@elginisd.net)) and request an account. Please include your full name and home campus.
3. **I forgot the answer to my security question. What do I do now?**
  - Login to your account
  - Click on **My Profile**
  - **Verify** you're your information is correct (name, email address, campus) then click **Next**
  - **Verify** your primary role in the district is correct then click **Next**
  - **Select** a new security question and **enter** an answer then click **Save Changes**
    - Remember: your hint answer will be case sensitive