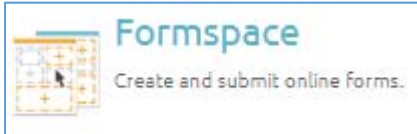


# Elgin Independent School District

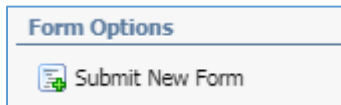
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## How to: Access the Elgin ISD Statement of Intent Form

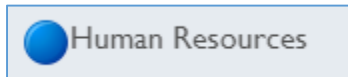
1. Go to [www.elginisd.net](http://www.elginisd.net) > Staff > **eduphoria**.
2. Login with your network login information.  
Enter your **user name** (not your email address) and your current **network password**.
3. Click on **Formspace**.



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



5. Click on **Human Resources**.

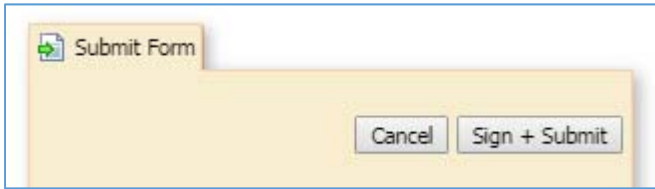


6. Click on **Statement of Intent – 2018-2019**.



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

8. After completing the form, at the bottom of the page click **Submit Form** then click on **Sign + Submit**.



- You must electronically sign the form by **entering your eduphoria user name and password** then click **Sign In**.

A screenshot of a sign-in form. It has two input fields: "USERNAME" and "PASSWORD". Below the fields is a "Sign In" button.

- Answer your security question to electronically sign then click Sign.

A screenshot of a security question form. At the top, it says "Answer your security question below to electronically sign". Below that, it shows the user's Name as "Doe, John" and Email as "john.doe@elginisd.net". The security question is "In what town was your first job?" and the answer entered is "Elgin". There is a "Sign" button at the bottom.

9. 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

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### 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](mailto: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](mailto: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](mailto: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!!