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Update Your Profile



Joel Adkins

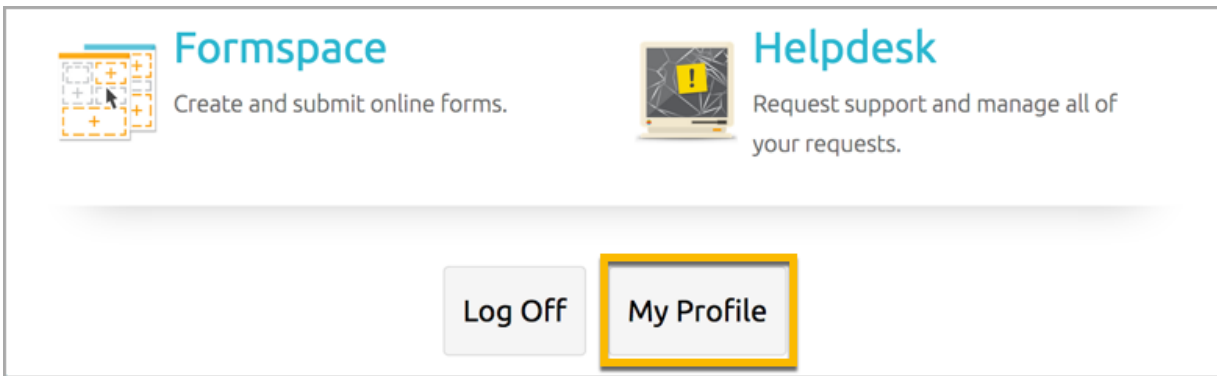
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As the new school year begins it is important for staff to update profile information in Eduphoria to make sure grades, subjects, and profile data is accurate for the new school year. To update your profile, go through the following steps:

1. Login to Eduphoria

2. On the Apps home screen, click on the **My Profile** button at the bottom of the screen.



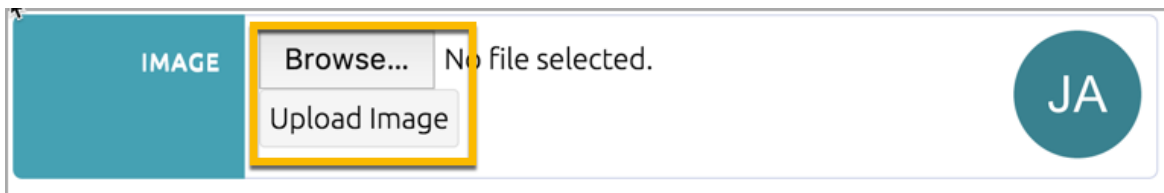
3. In the profile settings, make sure the following information is correct:

- Your First name
- Your Last name
- Your Email address
- Your Campus: defined as the campus(es) you will work in for the current school year
- Your Grade Level (can select more than one)
- Your Subject Area (can select more than one)

NOTE: Be sure and scroll down to the list and uncheck any selections that are no longer current.

4. **Image upload:** Upload a photo of yourself that will be viewable by you, your campus and district appraisal staff in Strive.

- Click the **Browse** button to locate a profile photo
- Once you select the photo, the name of the file will be listed next to the Browse button
- Then click **Upload Image**
- Your profile image will show to the right when uploaded



5. **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

- Teacher
- Paraprofessional
- Principal/Vice Principal
- Superintendent/Assistant Superintendent
- Other

App Passwords **Next**

6. **Subject Areas:** Check the boxes (can select more than one) to match the subject areas you will teach for *the current school year* and uncheck boxes for subjects areas not current. Then click the **Next** button.

Please verify that the information below is correct.

What subject areas do you teach?

SUBJECTS

- English Language Arts
- Mathematics
- Reading
- Science
- History
- Writing
- Special Education

App Passwords **Next**

***Note:** Scroll through to uncheck boxes for subject areas not current for this school year.

7. **Grade Levels:** Check the boxes (can select more than one) to match the grade levels you will teach for *the current school year* and uncheck boxes for grade levels not current. 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

Electronic Signature Setup

The next section is very important and tied to security for applying an electronic signature to online evaluation documents.

- Select a **security question** and provide an answer you can remember.

Please verify that the information below is correct.

Select a security question and response for electronic signing of documents. The answer is case sensitive.

QUESTION	ANSWER
<input checked="" type="checkbox"/> What was your childhood nickname? <input type="checkbox"/> In what city did you meet your spouse/significant other? <input type="checkbox"/> What is the first name of your favorite childhood friend? <input type="checkbox"/> What street did you live on in third grade? <input type="checkbox"/> What is your oldest sibling's birthday month and year? <input type="checkbox"/> What is the middle name of your youngest child? <input type="checkbox"/> What is your oldest sibling's middle name? <input type="checkbox"/> What school did you attend for sixth grade? <input type="checkbox"/> What was your childhood phone number? <input type="checkbox"/> What was the name of your first stuffed animal? <input type="checkbox"/> In what city or town did your mother and father meet? <input type="checkbox"/> What was the last name of your third grade teacher? <input type="checkbox"/> What is the street number of the house you grew up in? <input type="checkbox"/> What are the last 5 digits of your driver's license number? <input type="checkbox"/> Where does your nearest sibling live? <input type="checkbox"/> What is your youngest brother's birthday? <input type="checkbox"/> What was the name of your elementary / primary school? <input type="checkbox"/> What is your maternal grandmother's maiden name? <input type="checkbox"/> In what town was your first job?	

- Answers provided are CASE-SENSITIVE and SPACE-SENSITIVE. Enter your answer and click **Next**.

Please verify that the information below is correct.

Select a security question and response for electronic signing of documents. The answer is case sensitive.

QUESTION	ANSWER
<input type="text" value="What was your childhood nickname?"/>	<input type="text"/>

If your district uses Electronic Signatures, this is the window that will appear that you must complete in order to attach your signature. Enter your district Eduphoria Username and Eduphoria Password. Answer your security question with the answer you entered in your profile.

Click **Electronically Sign Document**.

Signature for Greg Martin:

Eduphoria Username:

Eduphoria Password:

What street did you live on in third grade?

Case sensitive!

Electronically Sign Document

By checking this box, I am indicating a **refusal** to sign this document.

Only use if refusing to sign a document.

Note: The checkbox is only used if you are indicating your **refusal** to sign your evaluation document. This is only to be used if you are considering going through an evaluation repeal process. Do not check this box unless you are refusing your evaluation.


If you forget your security question answer, log back in to Eduphoria and click on My Profile on the main app screen. You can change your security question and answer as long as you are able to login to your Eduphoria account. No need to contact tech support!



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