HOW TO SUBMIT A FORM/APP IN EDUPHORIA FORMSPACE

STEP 1: Click on the Eduphoria link at the top of the Sharyland ISD web page.



STEP 2: Sign in to Eduphoria



STEP 3: Select <u>Formspace</u>



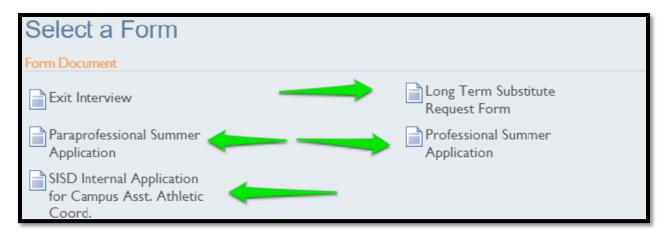
STEP 4: Click on <u>Submit New Form</u> at the bottom left of the page.



STEP 5: Select the <u>Human Resources</u> category.



STEP 6: Select the form or application you would like to submit.



STEP 7: If you see more than one campus please select your home campus or primary department.



STEP 8: Fill out the application or form accordingly and make sure to click on the <u>Submit Form</u> button at the bottom of the page.

