

HOW TO ACCESS AND SUBMIT CAMPUS CONTACT FORM ON FORMSPACE

Ensure you are using **Google Chrome** and **Mozilla Firefox**.

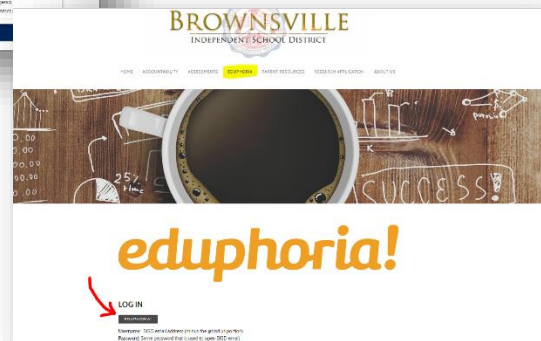


To access **Eduphoria FormSpace**, go to:

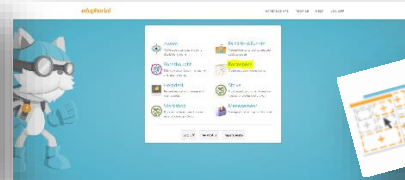
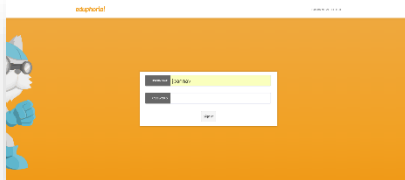
1) Select Eduphoria from the “**Quick Links**” drop down menu located on the [BISD Website](#)

OR

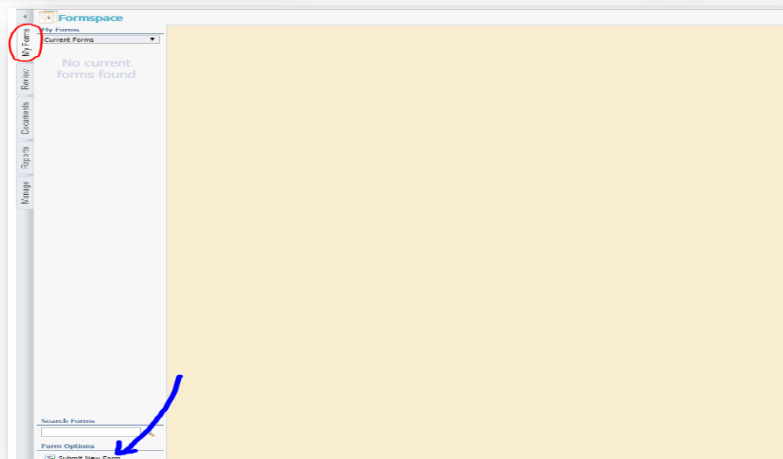
2) Go to the [ARE Website](#) and click on **Eduphoria** located on the menu.



Once you access Eduphoria, select **FormSpace** from the Applications Menu.

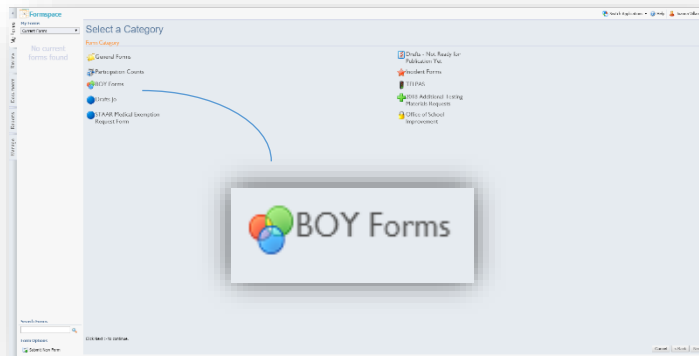


Ensure you are on the “**My Forms**” tab and click on “**Submit New Form**” icon located on the bottom left corner.

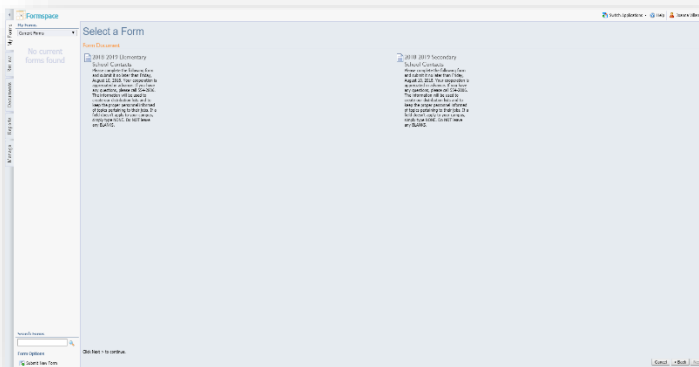


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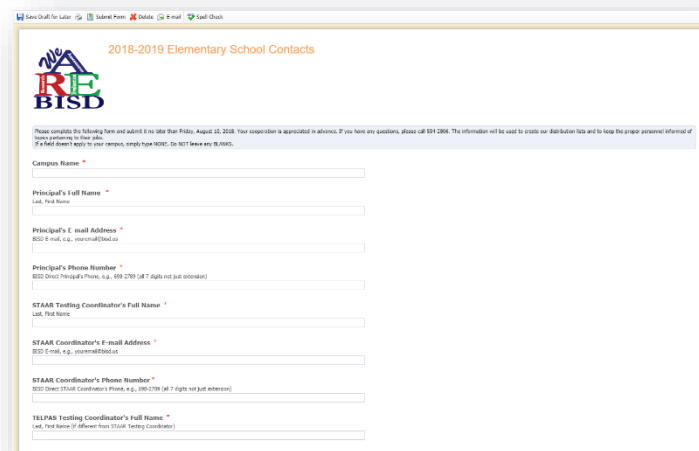
Select a Category
Click on **“BOY Forms”** on the Categories Menu.



Select a Form
Click on the form that pertains to your campus (Elementary or Secondary Form).



Complete and Submit Form.
Each question must be answered in order to be able to submit the form.



DEADLINE TO COMPLETE THE SCHOOL CONTACTS FORM IS
AUGUST 10, 2018

Contact Joanna Villarreal at (956)698-2789 or joannav@bisd.us if you have any questions.

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