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## HOW TO ACCESS & SIGN THE STATEMENT OF INTENT FORM

- Go to [www.elginisd.net](http://www.elginisd.net) and click on the **Staff** tab, the scroll down and click on **Eduphoria**
- Login to Eduphoria
  - User name: **firstname.lastname** (ex: [jane.doe](#), not your email address)
  - Password: **Same as your network/email password**
- Click on Formspace
- Click on Submit New Form (at the bottom left corner)
- Click on Human Capital
- Click on the Statement of Intent form for the next school year
- Complete all the required fields and submit the form

### I forgot the answer to my security question:

- Login to Eduphoria and click on My Profile
- Screen 1: Verify your Name, Email, and Campus are correct then click Next
- Screen 2: Verify your role in the district is correct then click Next
- Screen 3: Select a new security question and enter an answer then click Save Changes