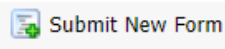


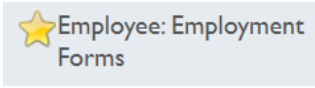
ANNUAL “HOW TO” COMPLETE EDUPHORIA EMPLOYEE: EMPLOYMENT FORMS

1. Log into [Eduphoria](#) (username is your DCISD email address – if you have password issues you can email Rick.Martinez@dcisd.org).

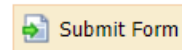
***NOTE: Staff members MUST use their login information and sign each required form with their legal name. (All forms are in English and Spanish)**

2. Click  **Formspace**
Create and submit online forms.

3. At the bottom, left of the page, click 

4. Click 

5. Complete the Required/Optional forms as applicable. **MAKE SURE TO CLICK** when form is completed:



RETURNING EMPLOYEES	NEW EMPLOYEES
1. Acknowledgement of Electronic Handbooks	1. Acknowledgement of Electronic Handbooks
2. Authorization for Release/Closure of Personal Info	2. Authorization for Release/Closure of Personal Infor
3. Employee Agreement for Acceptable Use of the DCISD Technology	3. Employee Agreement for Acceptable Use of the DCISD Technology
4. Wage Deduction Authorization	4. Wage Deduction Authorization
	5. Notice to Employees of Workers’ Compensation
	6. TX Public School Staff Ethnicity & Race Data
7. OPTIONAL: Sick Leave Bank	7. OPTIONAL: Sick Leave Bank
8. OPTIONAL: Payroll Café Deduction	8. OPTIONAL: Payroll Café Deduction

6. Watch your email for notice of needed corrections or incorrect submissions – To AVOID this additional step please take note of the requested information on each form and complete as appropriate.

The Administration Office is here to help with any questions or concerns! Thank you!