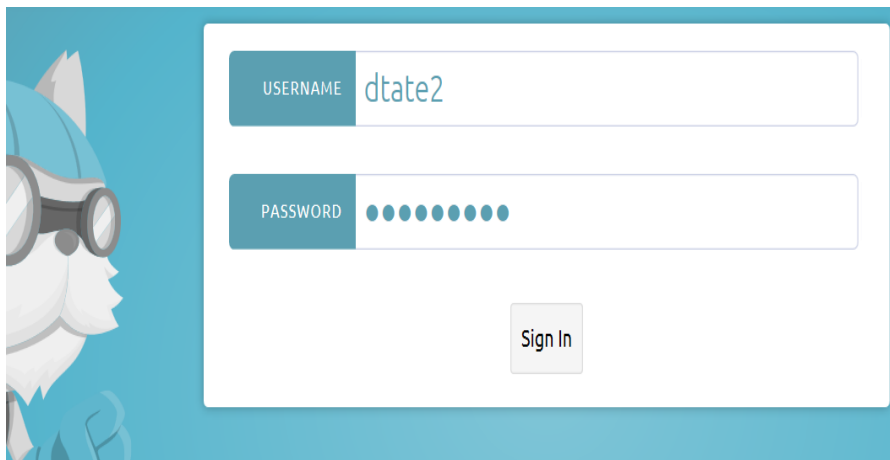# EDUPHORIA: EVALUATIONS (Human Resources)

1. **All Employees:** Go to www.neisd.net > Login (Use your Active Directory Credentials to login) > MyNEISD > Evaluations/Staff Development > login to Eduphoria
2. *Log into Eduphoria with your username and new password.*
3. *Once logged in, click on "My Profile". Answer the series of questions.*
4. *When selecting your location, select your* **campus** *unless you are in a particular department such as:*
   - *Custodians → Operations - Facility Support*
   - *School Nutrition → Operations - School Nutrition I, II, III*
   - *KIN → Operations – KIN Cluster 1, 2, 3, 4*
5. Once you complete the fields, you will select a security question. ***The security question answer is case sensitive.***
6. Once you have entered your employee ID number, save your information. **Accuracy of information entered is important. *Please set up your profile as soon as possible!***