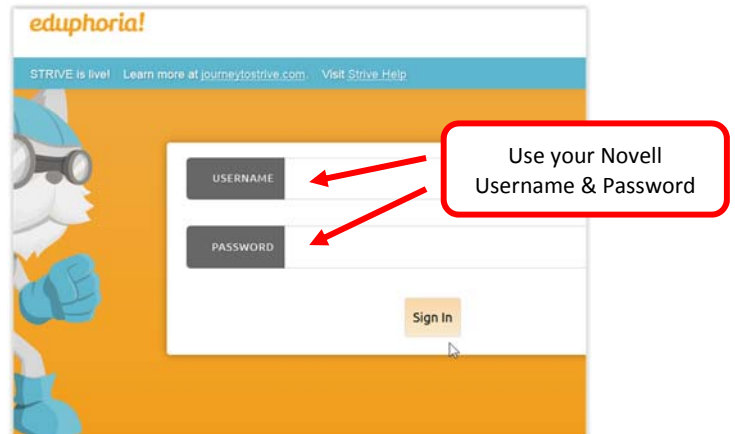




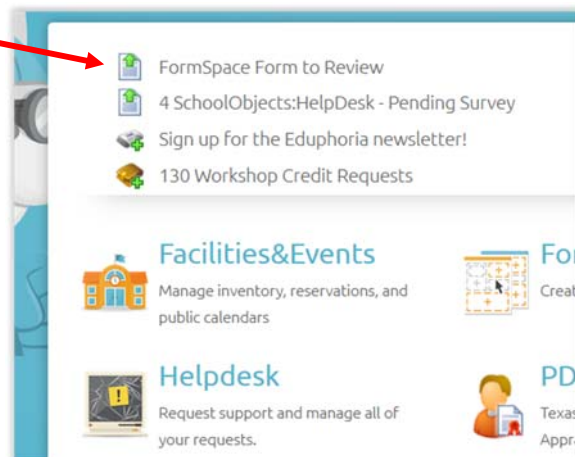
## Business Department Steps to Approve or Deny a Contract in Eduphoria

A designated Approver will receive an automated email from Eduphoria. This email is notifying the Approver – “Approval Action Required.” Upon receipt of the email, the Approver shall complete the following steps:

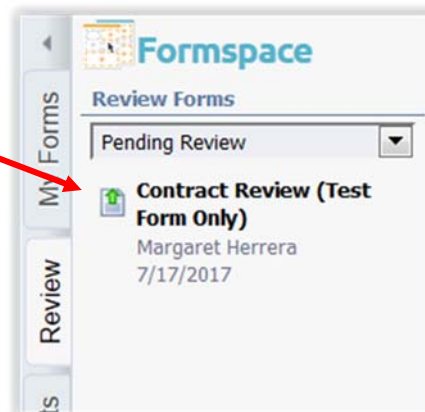
1. Go to <http://eduphoria.ems-isd.net> and enter your (Novell) username and password. Click **Sign in**.



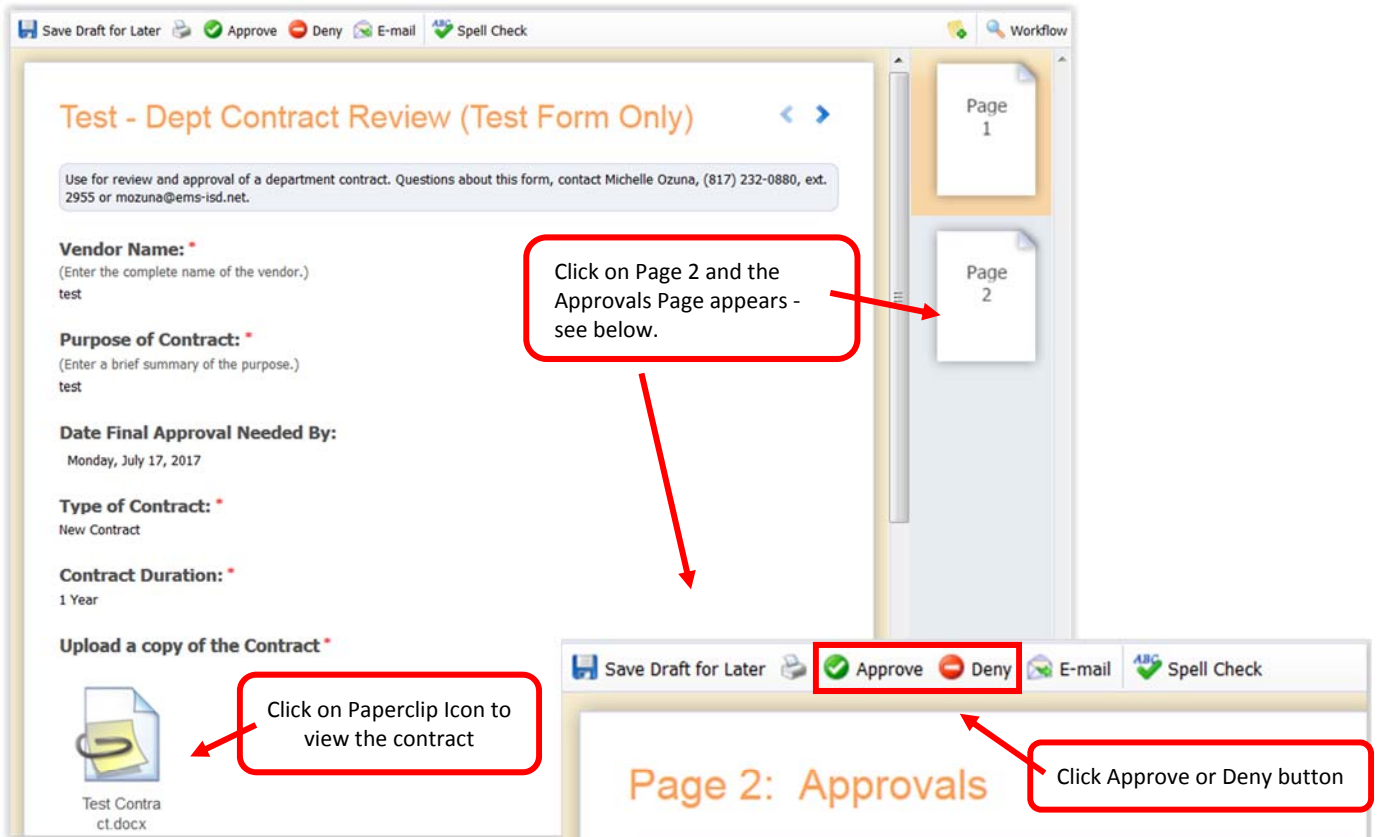
2. Within the Eduphoria Notification Panel,
  - Click on **FormSpace Form to Review**



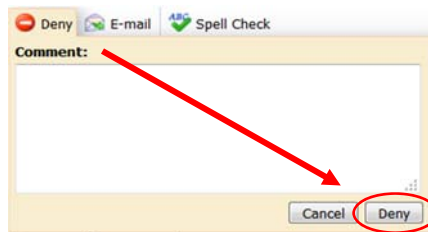
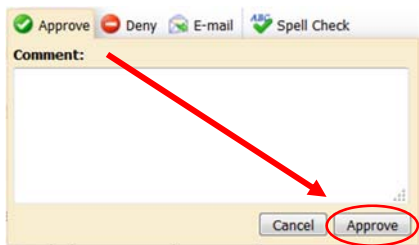
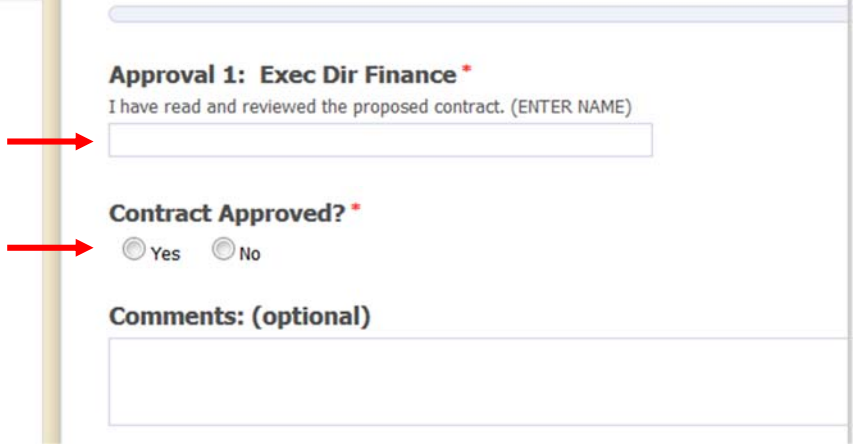
3. From the Formspace Review Tab,
  - Click on **Contract Review Form**.



4. The Contract Form will appear
  - Review the information by **scrolling up/down** on the form
  - Review the contract, by clicking the **Paperclip Icon**
    - You will be prompted to **Open** or **Save** the file, *choose your preference*



5. To Approve or Deny, click on **Page 2**
  - Enter **Name** (required)
  - Select **Yes** or **No** (required)
  - Enter **Comments** (optional)
  - Go to the top toolbar, click on **Approve** or **Deny** button
    - *if Approve, click on **Approve** button once more*
    - *if Deny, click on **Deny** button once more*



That's it, you're done. The form will automatically route to the next designated approver.

Questions regarding the contract review process, contact Michelle Ozuna, Assistant to the Chief Financial Officer at 817-232-0880, x2955 or mozuna@ems-isd.net.