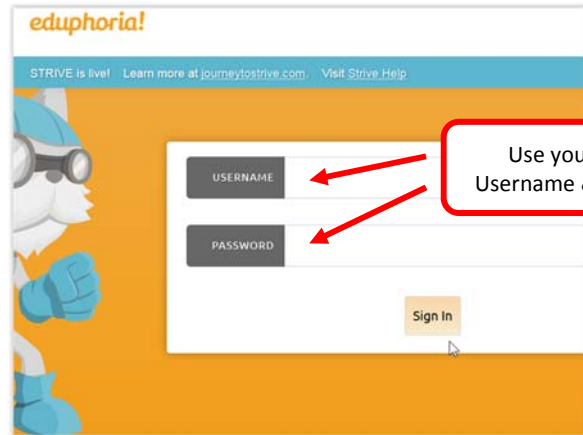


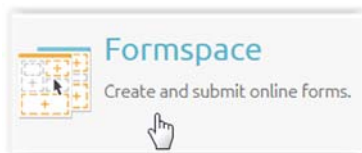


Business Department Submit a Contract for Review and Approval in Eduphoria

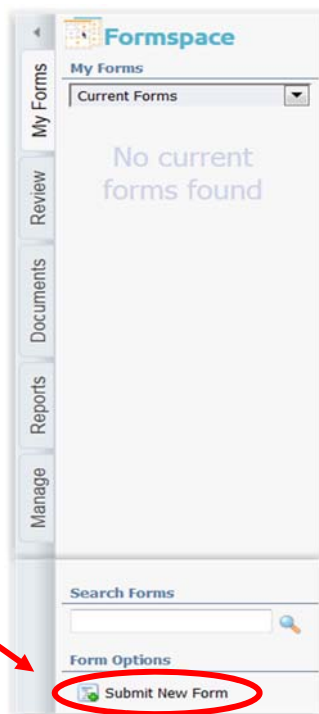
1. Go to <http://eduphoria.ems-isd.net> and enter your (Novell) username and password. Click Sign in.



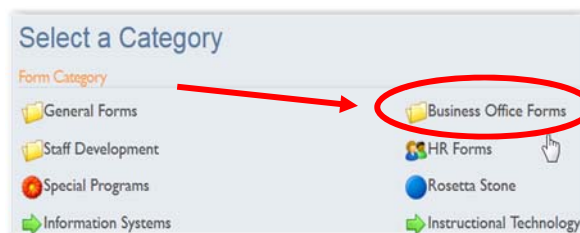
2. Click **Formspace**.



3. Click **Submit New Form** button.



4. Click **Business Office Forms**



5. Select a **Form**, by clicking on it:

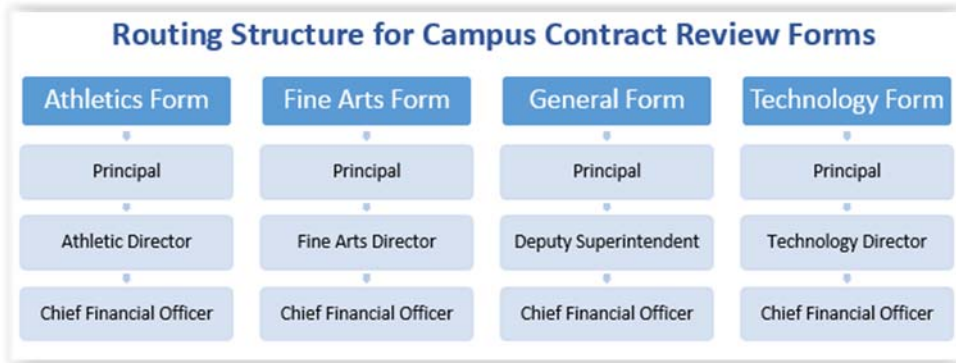
IMPORTANT NOTE FOR CAMPUS EMPLOYEES: Select the form applicable for the type of contract being submitted.

If you are a Campus employee, you will have four options to choose from. Please select the form applicable to the type of contract being submitted, as to allow for proper routing of the contract; reference campus routing chart below.

Select a Form

Form Document

- Campus Contract Review (Athletics)
- Campus Contract Review (General School)
- Campus Contract Review (Fine Arts)
- Campus Contract Review (Technology)



IMPORTANT NOTE FOR CENTRAL ADMIN EMPLOYEES: Select your **department** form

If you are a Central Admin employee, select your department form, as to allow for proper routing of the contract; see department routing chart on next page.

Select a Form

Form Document

- Dept Contract Review (Athletics Department)
- Dept Contract Review (Child Nutrition Dept)
- Dept Contract Review (Communications Dept)
- Dept Contract Review (Curriculum and Instruction)
- Dept Contract Review (Deputy Superintendent)
- Dept Contract Review (Educational Services)
- Dept Contract Review (Elementary Services)
- Dept Contract Review (Finance Dept)
- Dept Contract Review (Fine Arts Dept)
- Dept Contract Review (Health Services)
- Dept Contract Review (Human Resource Dept)
- Dept Contract Review (Maintenance Dept)
- Dept Contract Review (Operations Dept)
- Dept Contract Review (Purchasing Dept)
- Dept Contract Review (Special Programs)
- Dept Contract Review (Technology Dept)
- Dept Contract Review (Testing & Title Programs)

Routing Structure for Admin Departments Forms



6. **Fill out** the form (*Page 1 only*)
7. Press **Upload File Attachment** button to upload a copy of the contract
8. Press **Submit Form** button to submit the contract for review.

1. Fill out form

2. Press Upload Copy of Contract

3. Press Submit Form Button

You have the ability to view the routing status by clicking on the Workflow button; and the History status will appear - see below.

History	
Remaining	
Notification	Requestor
Notification	Michelle Ozuna
Approval	Stacy Summerhill
Approval	Jim Schiele
Notification	Requestor
Notification	Michelle Ozuna

THIS CONCLUDES THE ORIGINATOR PORTION OF THIS FORM.
 The submitter of this form will receive an email notification that the form has been submitted. This form will automatically route for approval as follows: Exec Dir of Curriculum and Instruction / Chief Financial Officer. Upon completion of the routing/review process, the submitter will receive an email notification.

Once you submit the form, you will receive an email confirming your submission. The form will then automatically route to the first designated approver. An email notification is also sent to the first designated approver informing them a contract is in their Eduphoria que and approval action is requested. After completion of all review and approvals, you will receive an email confirming the approval status.

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.