

Employee Transfer Procedures Eduphoria Profile

System: Eduphoria Profile

Procedures to be followed by any employee who is transferred from one campus or department to another within the district.

Procedures for Employees

1. Log on to Eduphoria - <https://tornillo.schoolobjects.com>
2. Click on Profile
3. On the Campus section
 - a. Uncheck old campus or department.
 - b. Check new campus or department.



CAMPUS

- Technology
- Tornillo Elementary School
- Tornillo High School
- Tornillo Intermediate School
- Tornillo Junior High School

4. Click Next
5. Select the appropriate role if it changed.

What is your primary role in the district?



ROLE

- Teacher
- Paraprofessional
- Principal/Vice Principal
- Superintendent/Assistant Superintendent
- Other

6. Click Next
7. Select a security question, provide answer.
Click on "Save Changes"