Employee Transfer Procedures
Eduphoria Profile

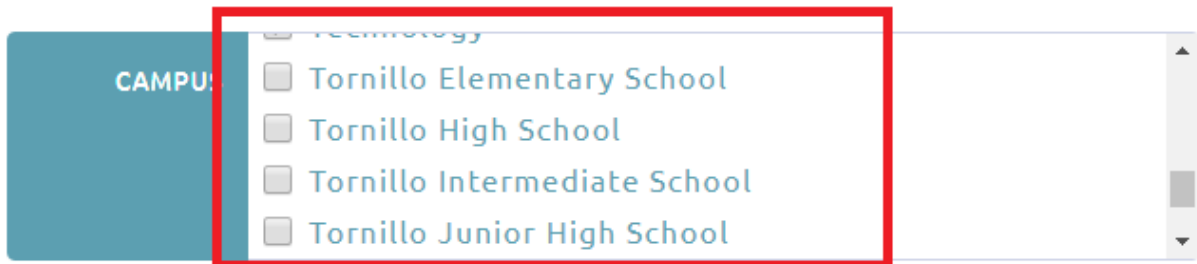## System: Eduphoria Profile

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.
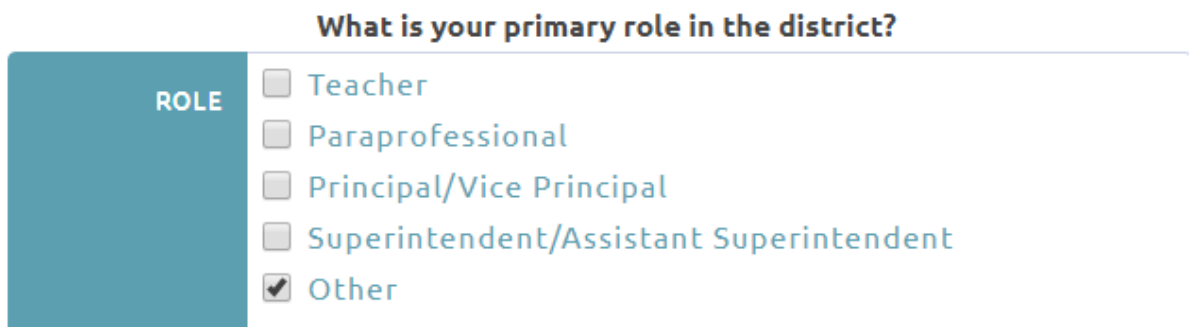   b. Check new campus or department.

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

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