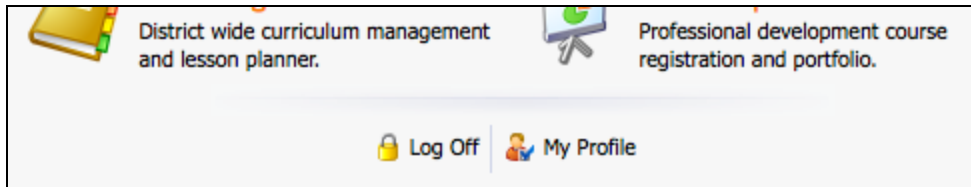


Eduphoria: Updating Your Campus Location

1. Log into [Eduphoria](#)
2. Click on “**My Profile**” (icon may be located in a different area on the window)



3. Verify....
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Campus - your campus(es) should have a checkmark
4. Click on **Next**
5. Select your “**primary role**”
6. **Next**
7. Answer your “security question”
8. **Next**
9. Enter your “**Employee ID**”
10. Click on “**Save My Information**”