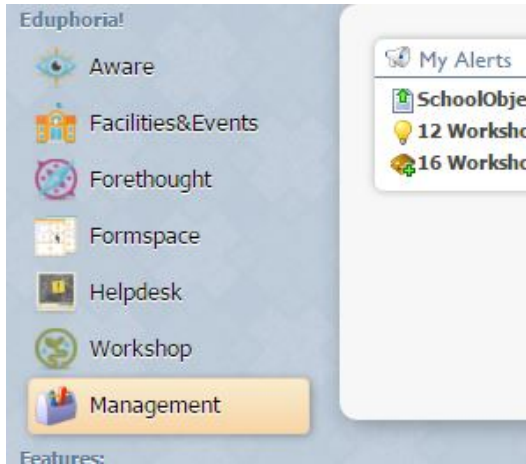


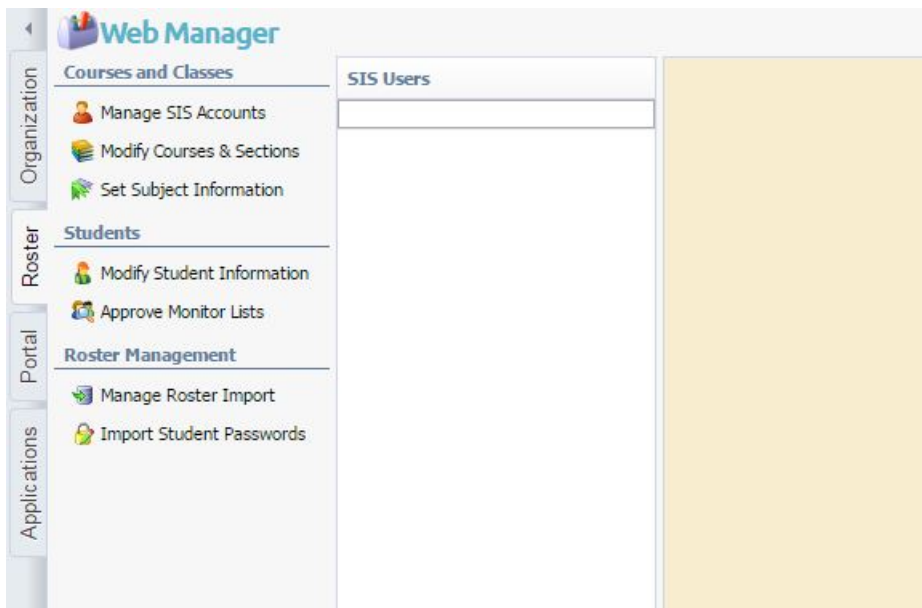
Linking Teachers to SIS accounts in Aware:

To properly link teachers to the Aware database, please follow the following steps:

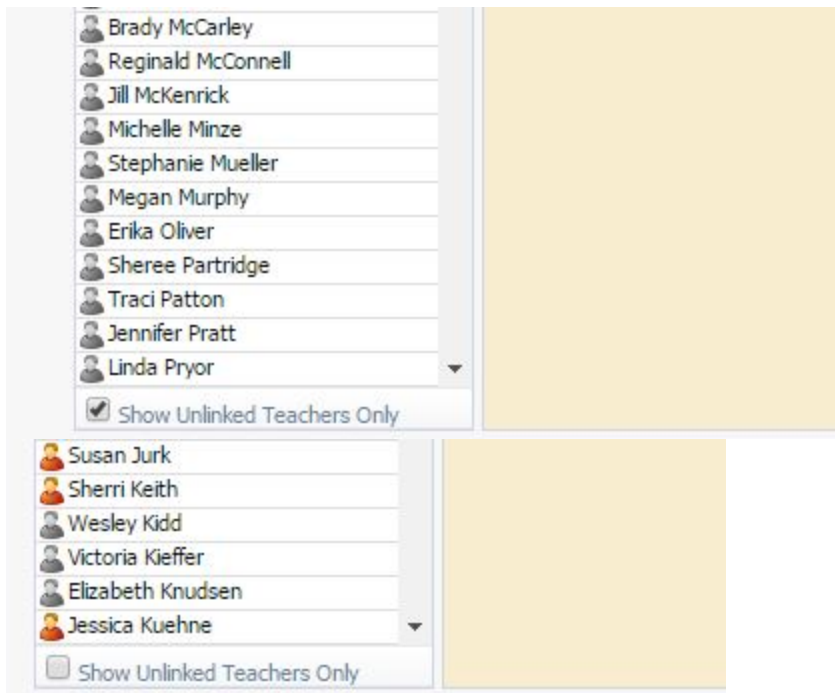
Log into Eduphoria. If you have the correct rights, you should be able to jump into the “Management” option from the dashboard:



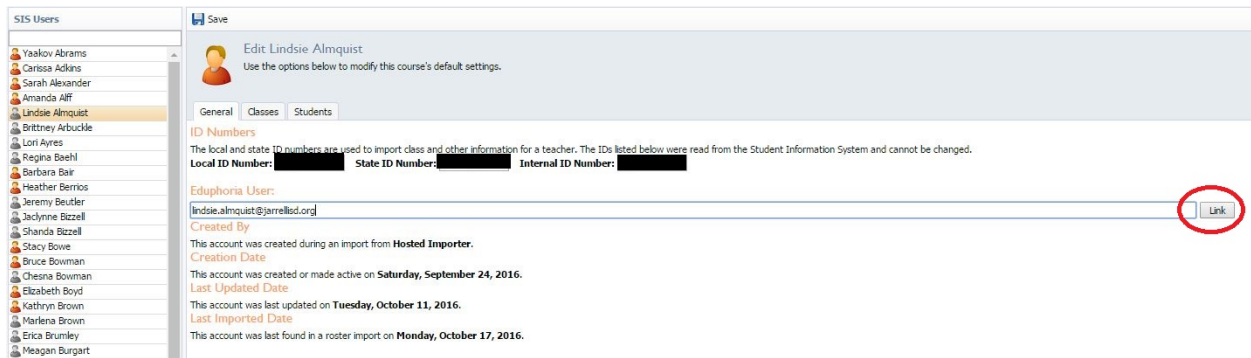
Once inside, click on the “Roster” tab found on the left side of the portal. Then click on “Manage SIS Accounts”. Your screen should look like this:



Though it would be easier if the list of users built out, Eduphoria doesn’t take this step automatically. Below the text bar underneath the “SIS Users” title, there should be an option to “Show Unlinked Teachers Only”. Clicking that box will build out the list of unlinked teachers with gray icons next to the list of names (If you deselect that box, this is when Eduphoria will render a complete list of linked (colored) and unlinked (gray) accounts):



To link a teacher, select the gray account and fill in the corresponding email underneath “eduphoria User” and Click the “Link” button:



Be sure to click on the “Save” button, the user is now linked (Colored emblem):

