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:

	🏙 Web Manager	
Organization	Courses and Classes	SIS Users
	Anage SIS Accounts Modify Courses & Sections Set Subject Information	
Portal Roster	Students	
	Modify Student Information Approve Monitor Lists	
	Roster Management	
	😼 Manage Roster Import	
Applications	Market	

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):

Brady McCarley				
Reginald McConnell Jill McKenrick Michelle Minze Stephanie Mueller Megan Murphy				
🔓 Erika Oliver				
Sheree Partridge				
🚨 Jennifer Pratt				
🚨 Linda Pryor		+		
Show Unlinked Teachers Only	Y			
Susan Jurk				
Sherri Keith				
Wesley Kidd				
Victoria Kieffer				
Elizabeth Knudsen				
Jessica Kuehne	*			
Show Unlinked Teachers Only				

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

SIS Users	Save					
🚨 Yaakov Abrams	🚬 🦰 Edit Lindsie Almquist					
🚨 Carissa Adkins	Use the options below to modify this course's default settings.					
Sarah Alexander						
🚨 Amanda Alff						
🚠 Lindsie Almquist	General Classes Students					
a Brittney Arbuckle	ID Numbers					
Lori Ayres	The restores a					
Regina Baehl	Local ID Number: State UP uncers are used to import cass and other information for a casteler. The LOS steed below were read from the scuperic information system and cannot be changed.					
Sarbara Bair						
A Heather Berrios	Eduphoria Liser					
Jeremy Beutler						
🔏 Jaclynne Bizzell	lindsie.almquist@jarrellisd.org					
Shanda Bizzell	Created By					
Stacy Bowe	This account was created during an import from Hosted Importer.					
Bruce Bowman	Creation Date					
Chesna Bowman	This account was created or made active on Saturday, September 24, 2016. Last Updated Date					
Elizabeth Boyd						
Kathryn Brown	This account was last updated on Tuesday, October 11, 2016.					
Amarlena Brown	Last Imported Date					
Erica Brumley	This account was last found in a roster import on Monday, October 17, 2016.					
🔏 Meagan Burgart						

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

