

# Employee Transfer Procedures

## Eduphoria Profile

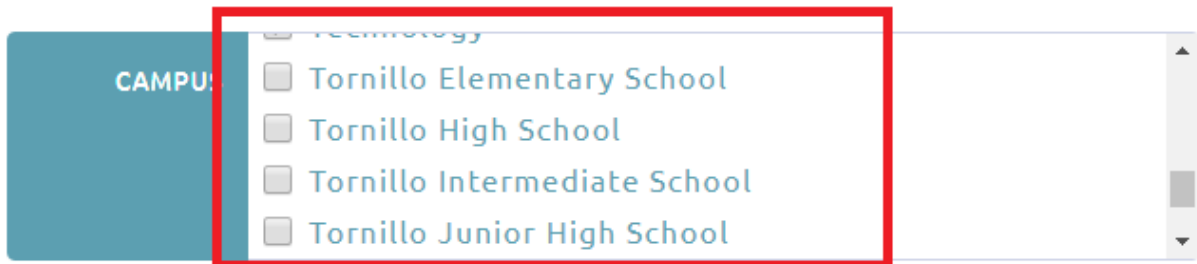
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### System: Eduphoria Profile

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.

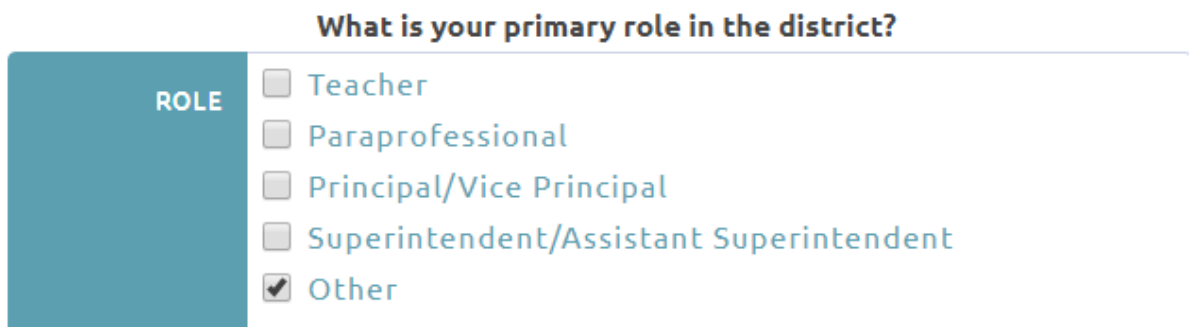


CAMPUS

- ☐ 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"