**Beginning of the Year Information for Eduphoria Forethought**

**Updating Your Eduphoria Profile**

Your profile needs to be updated every time that your position or location changes. All employees should update their profiles at the end/beginning of the school year.

To update your Profile, follow these steps:

1. From the Eduphoria homepage, click “My Profile”.
2. Eduphoria will lead you through a series of questions, be sure to check the information on each screen carefully.
3. When updating your campus, grade, and subject information, be sure to un-check all old information, then check the new information.
4. Answer all of the questions to return to the homepage.

**Update Your Schedule in My Planner**

1. Go to eduphoria and enter forethought. You are now in My Planner.
2. Click Change My Settings > My Schedule at the bottom left.
3. Click once on the title and click the Edit Schedule button.
4. Edit the title of your schedule (if needed) and click Next at the bottom right.
5. Highlight any course and click Edit Course to check the classes in your schedule that should be associated with that course.
6. In Add Entries to the Schedule, click on a course you do not teach and click Remove Entry. Repeat this for all courses that you do not teach.
7. To add courses that are not included, click Add an Entry. Select A Course with Learning Standards.
8. Click Next at the bottom right.
9. Click on the grade level folder, subject folder, and correct course.
10. Click Next twice.
11. Repeat steps 7-10 for all courses that you need to add.
12. Click Next at the bottom right until you click Begin Using forethought (bottom right).