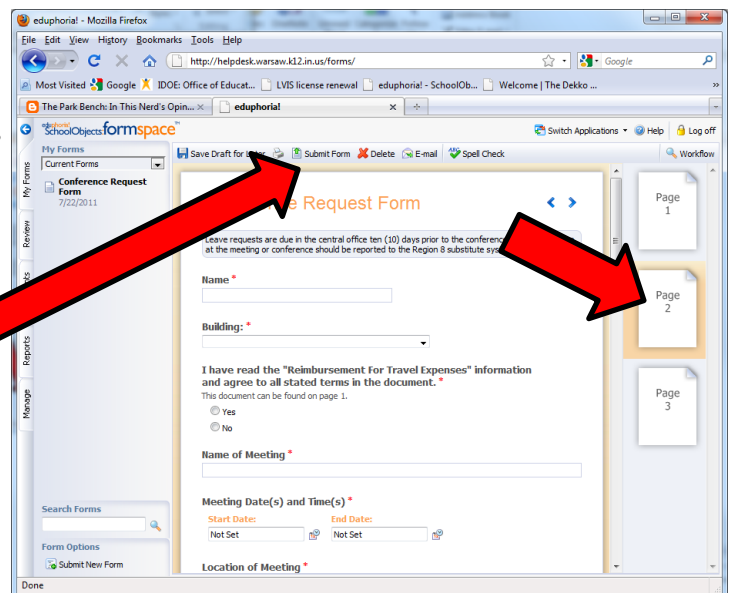
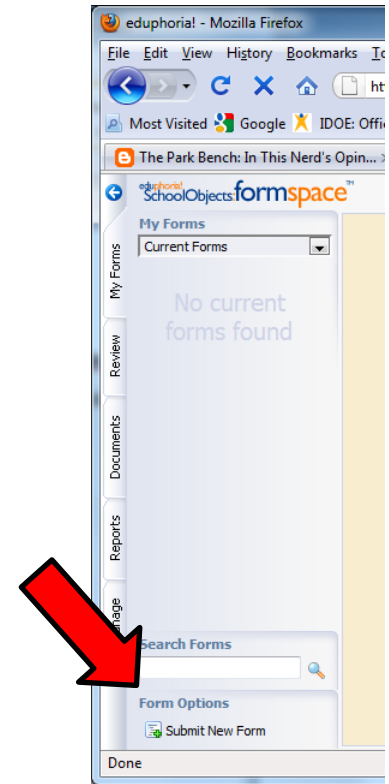


Completing a Conference Request Form in Eduphoria

1. Go to <http://helpdesk.warsaw.k12.in.us/> and log into Eduphoria the same way you log into your computer.
2. Click on “formspace.”



3. Click “Submit New Form” in the lower left corner of your screen.
4. Click on “Absence Form.”
5. Click on “Conference Request Form.”
6. Click on your building.
7. Read Page 1.
8. Click on Page 2 (on the right side of your screen). Fill out Page 2 completely. Page 3 is for office use only; you will not be able to complete anything on this page.
9. When you have completed the information on Page 2, click “Submit Form” at the top of the page.



Once you submit your conference request form, it will go through a path of approvals. You will receive an email once it has been approved at each step.