

Submitting a Catering Request

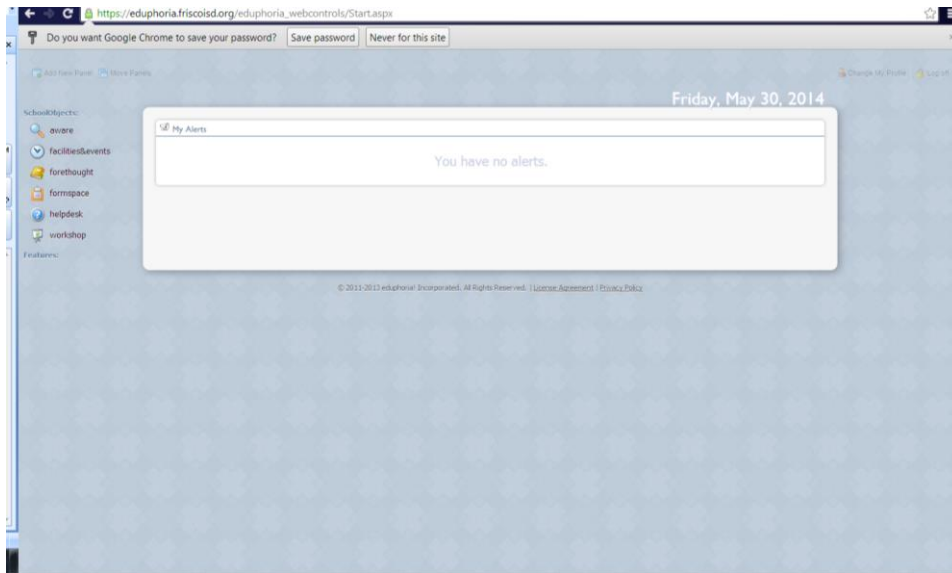
The screenshot shows the Frisco Independent School District website. At the top, there is a dark blue header with the district logo and name, contact information (5515 Ohio Drive, Frisco, Texas 75035, Phone: 469-633-6000, Fax: 469-633-6050), and a search bar. Below the header is a navigation menu with links for Home, News, About FISD, Departments, Schools, Employment, Parents & Students, For Community, and For Staff. The main content area is divided into three columns. The left column has a 'Calendars' section with links to 'All Frisco ISD Calendars', 'Monthly Payroll Schedule - Professional Employees', 'Semi-Monthly Payroll Schedule - Hourly Auxiliary Employees', 'Work Schedule Calendars 2013-14', and 'Work Schedule Calendars 2014-15'. The middle column has a 'Quick Links' section with links to 'Aesop Online', 'Admin: Job Applicant Tracker', 'Athletic Department Login', 'AUX Employee Timekeeping Login', 'BAC WorkForce Admin Login', 'Certify', 'Decision Ed', 'eduphoria', 'eFinance', and 'Email - Outlook Web Access'. The right column has a 'Frisco ISD Weather' widget showing the current temperature as 81°F and a forecast for 4 mph. At the bottom of the widget are links for 'Forecast', 'Radar', 'Cameras', and 'Photos'.

- Go to Frisco ISD web page
- Select for Staff
- Select Eduphoria

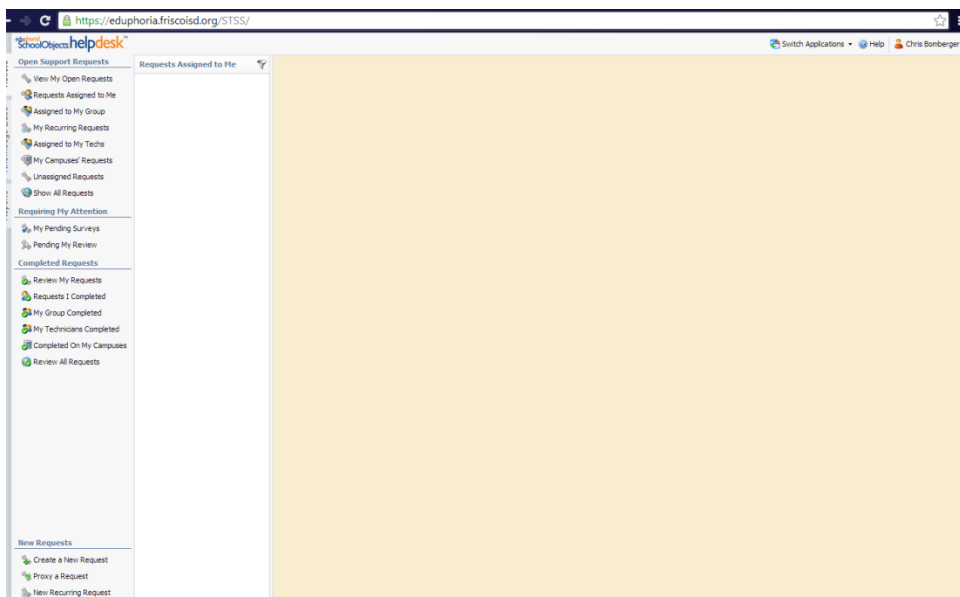
The screenshot shows the Eduphoria login page. The browser address bar displays the URL: https://eduphoria.friscoisd.org/eduphoria_webcontrols/Login.aspx?ReturnUrl=%2Feduphoria_webcontrols%2FApplications.aspx. The page features the 'eduphoria SchoolObjects' logo at the top. Below the logo are two input fields: 'Username' and 'Password'. A 'Sign In' button is positioned below the password field. At the bottom of the page, there is a copyright notice: '© 2004-2014 eduphoria Incorporated. All Rights Reserved. License Agreement | Privacy Policy'.

- Log into Eduphoria

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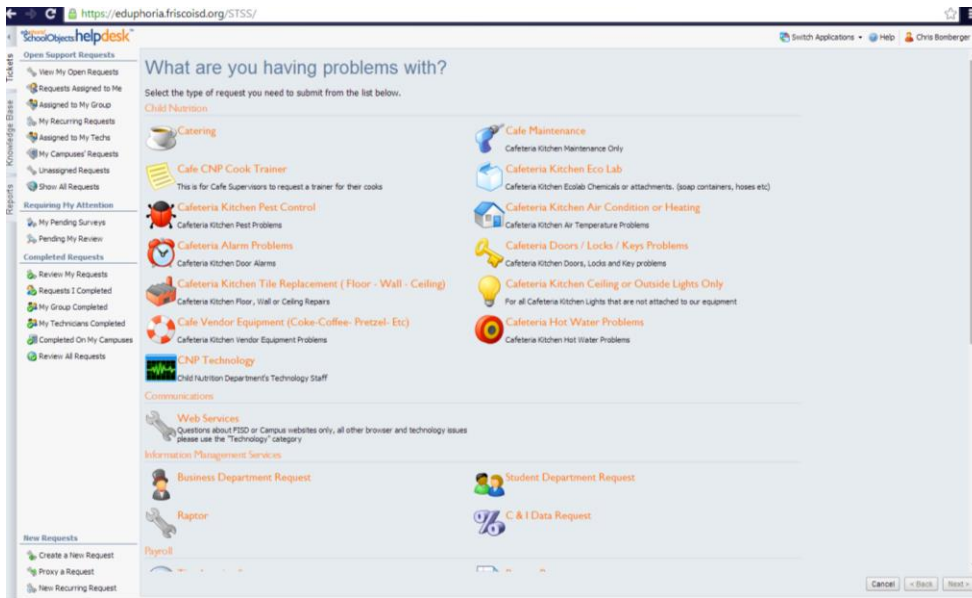


➤ Select Helpdesk

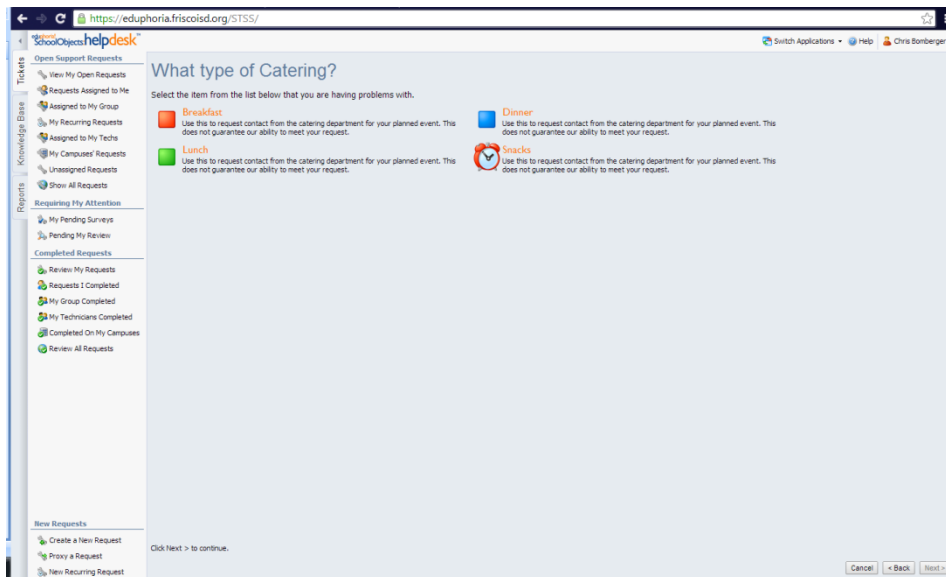


➤ Select a New Request

Submitting a Catering Request



➤ Select Catering



➤ Select Event Type

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The screenshot shows a web browser window displaying the 'SchoolObjects helpdesk' interface. The main heading is 'Enter the details of your request below'. Below this, there is a list of fields to be filled out, including: Priority (Low, Normal, High), Contact Name, Contact Title, Contact Department, Contact Campus, Contact Office Phone Number, Contact Email Address, Catering Event Location/Campus, Catering Event Location Room or Area, Catering Event Date (with a calendar icon), Catering Event Guest Count, Catering Event Name/Description, Catering Event Set up by Time, Catering Event Start Time, and Catering Event End Time. There is also a 'Detailed Request' text area with a rich text editor toolbar. At the bottom, there is an 'Attachments' section and buttons for 'Cancel', 'Back', and 'Submit Request'.

- Complete details of your request
- Submit Request