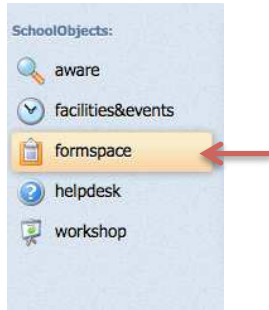# FormSpace App Request Form
Eduphoria

To submit an app request form on formspace, first start by going to the Manor ISD home page. Under staff, click on Eduphoria. This will bring you to a log in page. Your username is your complete email address (firstname.lastname@manorisd.net) and your password is **welcome**. (Please change your password after initial log in.)

After logging in, you will come to this page. Click on **formspace**. To submit a new form, click **Submit New Form** in the bottom left. This will open a wizard that will walk you through the process.

Start by clicking on **Submit New Form** at the bottom left corner of the page.
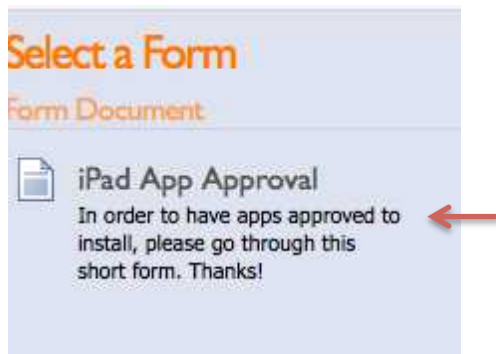

Then click on **Technology** then on **Technology Services.**

You will come to a new screen. Click on **iPad App Approval**. It will appear for you to begin filling it out.
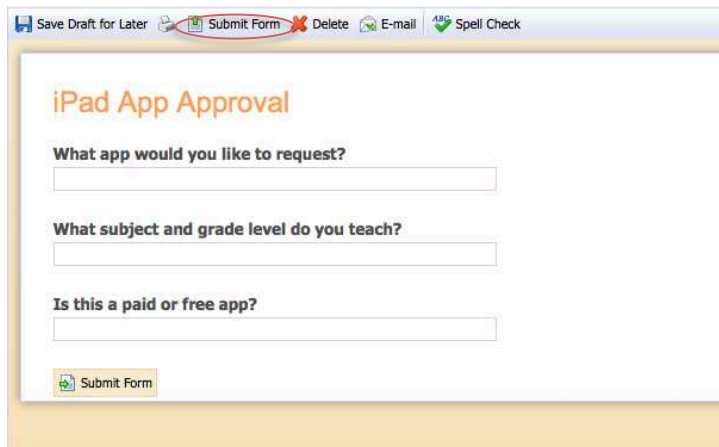
FormSpace App Request Form
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The editing interface will appear and allow you to complete the selected form. The top toolbar has several options to manage this form. Clicking **Save Draft for Later** will save all of the content in your form but will not submit it to be processed.

Submit Form will save the form and start the form's workflow. This will begin the process to approve your app!

Delete Form does just that, but you will have to confirm your selection. **Email** will enable you to email the form to another user within your school or district's School Objects database. You can also check the spelling in your form by clicking on **Spell Check**.

Once a form has been submitted, you will be able to see the workflow for that form by clicking on the **Workflow** icon in the upper right. The workflow **History** and **Remaining** steps will change as the workflow progresses from approver to approver.

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iPad App Approval

What app would you like to request?

What type of app is this?
- Free
- Paid

In what grade level/subject will you be using the app?

Please list your campus and room number below.

On the top toolbar you can **Recall Form** at any time, as long as the workflow has NOT been completed. Recalling a form will pull the form out of the workflow, allow you to make changes, and then resubmit the form again. You also have the ability to **Print Form** and **Email** the form to another user within your school or district's School Objects database. To the left of the **Workflow** icon, a yellow sticky note with a green plus sign appears. This icon allows you to add a comment to the form without modifying the form itself. Approvers and recipients within the workflow will be able to view all comments added by anyone involved in the workflow.