## Informed K12 Initiator Guide



Las Positas Community College is going paperless! To fill out forms online using Informed K12, all you need is a link. You do not need an account to fill out forms. Informed K12 accounts are reserved for school site secretaries and department staff who readily track forms.

How do I fill out and submit a form for approval?

#### 1. Access your form

You can find your forms on the organization's website: <a href="https://laspositascollege.edu/adminservices/forms.php">https://laspositascollege.edu/adminservices/forms.php</a>

### 2. Enter your Name and Email

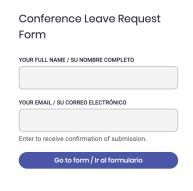
Click on **Go to form** to begin filling it out! You do not need an account to fill out the form.

### 3. Fill out all required fields.

Red Fields are REQUIRED.

Yellow Fields are optional.

On certain forms, you can also add attachments by scrolling to the bottom and clicking "Add Attachment."



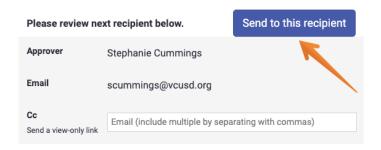


# 4. Click on the red SUBMIT FORM button and select the next approver.

Click "Send to this recipient" and you're done!

**Tip:** If you're not ready to submit yet, click on **Save Progress**, and you'll receive an email with the link to your form so that you can edit and submit at a later date!

Submit form / Enviar formulario



#### **IMPORTANT!**

You will **receive a link to your email** with a copy of your form once you submit it. To **see the progress of your form** as it moves through the organization, **refer back to it (just like a UPS package)**. No worries if it gets lost though, you will **also receive an email when the form has finished going through the approval route** and is **completed!** 

Questions? Check out our help center or email Support@informedk12.com