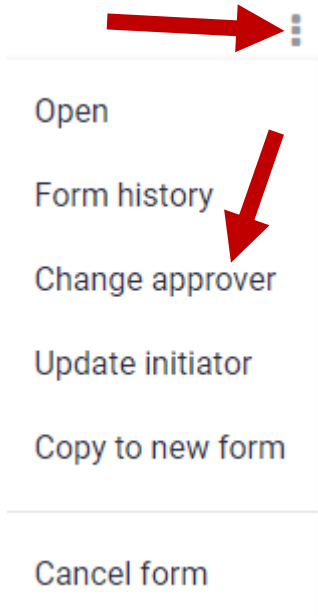


InformedK12 Instructions Guide

Changing Approvers (Account-Holders)

If a form was sent to the wrong approver, account-holders may re-route the form to the correct person. Please note that the form may only be re-routed to other approvers within the same dropdown at that step. If the form is missing someone at a different step, it will need to be returned to a previous step to forward accordingly.

1. Access the Search page by clicking **Manage**, then click the form you wish to look under, followed by clicking the button that lists your department(s).
2. [Optional] Enter any search criteria to filter your search results.
3. Click on the three dots to the right of the submission you wish to re-route, then click on **Change approver**.



4. Select the correct approver in the popup and click the **Change** button. The document will be removed from the original approvers queue and moved to the new approvers queue.

Change approver for Step 8

Replace Adult Education | Emerald Templeton [Program Manager] with another approver

Adult Education | Emerald Templeton [Program Manager] Current approver
etempleton@laspositascollege.edu

Academic Services | Nan Ho [Vice President]
nho@laspositascollege.edu

Administrative Services | Anette Raichbart [Vice President]
araichbart@laspositascollege.edu