

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**: <https://laspositascollege.edu/adminservices/forms.php>

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.

Conference Leave Request Form

YOUR FULL NAME / SU NOMBRE COMPLETO

YOUR EMAIL / SU CORREO ELECTRÓNICO

Enter to receive confirmation of submission.

[Go to form / Ir al formulario](#)

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](#)

Please review next recipient below.

[Send to this recipient](#)

Approver Stephanie Cummings

Email scummings@vcusd.org

Cc
Send a view-only link

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