

Informed K12 Guide for Employees



CRPUSD 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 and change it to

- You can initiate a form from the [District Website](#) under the Business Services Tab.

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”

Submit form / Enviar formulario

4. Click on the red SUBMIT FORM button and select your site's or department's office manager

Click “**Send to this recipient**” and you're done! Select the next recipient, press **SEND TO THIS RECIPIENT** and then you're done!

Send to this recipient

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!

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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 district, **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 or call 929-322-4255!