



Natomas Unified School District is going paperless!

- **All you need is a link** to fill out a form online with Informed K12
- **Transportation** staff will have accounts to help track a high volume of daily timesheets

How to initiate a Daily Timesheet on Informed K12

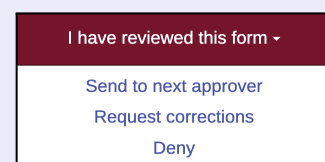
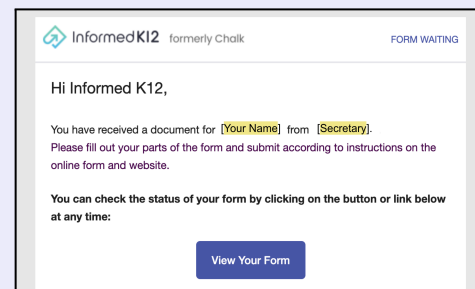
1. **Access your form:** Links to forms can be found [here](#) or from your Informed K12 account (app.informedk12.com)
2. **Enter your name + email:** Then click on "Go to form."
3. **Fill out the form:** Add details about the specific shifts you worked that day.
 - Red fields are required, yellow are optional fill
 - Ignore fields that are not fillable; District Office will update these at a later step
4. **Save progress as needed:** Click "Save Progress" in the top right corner, if you start a request but aren't ready to submit it right then. You'll get a link to the draft by email, so you can edit / submit at a later time.
5. **Sign your request:** Add your e-signature to confirm your hours.
6. **Submit the form to the next approver:** Find "Continue" to submit your completed form.
 - Answer the routing question, if applicable – your response will help route the form to the right place
 - Select the next person's role + email from a dropdown, then click "Send to recipient"
7. **Check your email:** You'll get a copy of your initial request now, then a copy of the completed form later – refer back to this link at any point to check on its progress.

Questions? Check out our [Help Center](#) or email Support@InformedK12.com

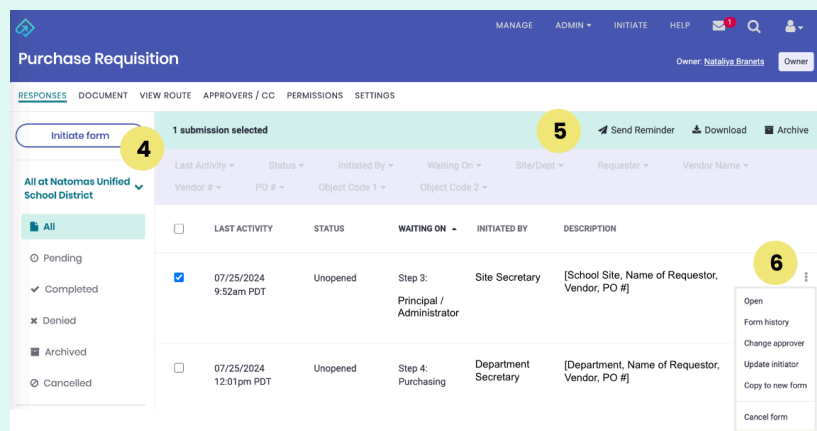
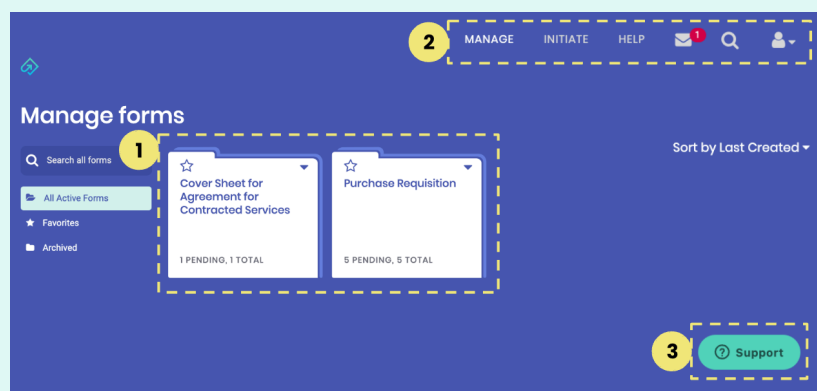


How to approve forms with Informed K12

1. **Access your form:** You will be notified when a request has been sent to you by email *and* through Informed K12
2. **Follow the link:** Click "View Your Form" to review and complete your sections
3. **Take action on the form:** At the bottom of your window, you'll see an option to click "I have reviewed this form"
 - **Send to next approver:** If all is in order, send it to next approver and select the person's role/email from a dropdown
 - **Request corrections:** If something isn't right, send it back to an earlier initiator/approver with a note about what needs updating
 - **Deny:** If the request is not appropriate, you can deny it — this will kill the form, removing it from the approval process altogether
4. **Check status:** Monitor your form's progress via the Responses page (below)



Navigating within Informed K12's Home Page + Responses Page



1. **See submissions:** Click a form to see everything you have submitted, approved, or helped manage for a site/dept
2. **Manage pending requests:** In addition to email notifications, the envelope icon will alert you when a request is waiting on you
3. **Contact support:** Connect with IK12!
4. **Initiate form:** Start a new request
5. **Send reminders, download:** Select a pending submission (or multiple) to send a reminder, and bulk download data as a PDF or CSV
6. **Cancel or copy forms:** Click to the right of a submission to see an option to view, cancel, or copy the existing request

