Informed K12 Guide for Employees

South San Francisco Unified School District is going paperless! To fill out forms online using Informed K12, **all you need is an email address**. 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 a form and submit it?

1. Access your form

To start a **timecard**, you can go to the district website to find the form. You can find the form on the district website under Departments → Business Services (https://www.ssfusd.org/business). You can bookmark this page to easily access the link any time!

2. Enter your Name and Email

When you click on the link, you will be taken to the beginning of the form on the Informed K12 platform. Enter your name and email and click **"Go to form."** You do not need an account to fill out the form.



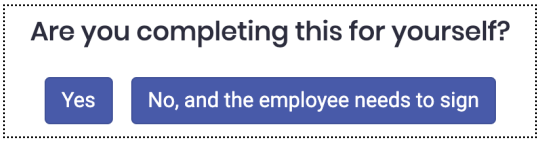
3. Fill out all required fields.

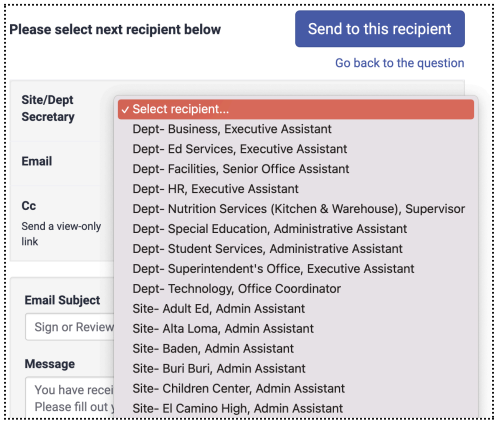
Red Fields are REQUIRED.
Yellow Fields are optional.
SIGN your form. You can also **add attachments** by scrolling to the bottom and clicking "Add Attachment"

4. Click on the red SUBMIT FORM button and then select if you are submitting it for yourself.

Then select the next recipient based on your school site or department and then 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!

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!*