## Informed K12 Employee Guide



## Travel with Student Authorization

Gregory Portland ISD 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 track forms

#### How do I fill out and submit a form for approval?

1. Access your form

You can find your forms on our <u>G-PISD Site</u> > Departments & Services > Business/Finance Department> Purchasing or you can initiate the form directly <u>here</u>

#### 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.

- IMPORTANT! If you are completing this on someone else's behalf, please route the form to allow them to sign as Traveler.
- **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!

### 4. Sign the form and click the SUBMIT FORM button.

# 5. After Traveler has signed, from the dropdown list, choose <u>your</u> Supervisor.

Finally, click "**Send to this recipient**" and you're done!

Travel With Students	GREGORY-PORTLAND ISD
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#### Submit form / Enviar formulario

	Approvers
Supervisor	✓ Albert Silguero, Dir. Business Services
	Alton Coleman, Transportation Director
Email	Analese Tennyson, Principal
	Andrea Young, Assistant Food Service Director
Cc Send a view-only link	Andrew Guerra, Technology Director
	Barbie Ezell, Special Education Director
	Brandon Chandler, Chief HR Officer
	Brenda Brinkman, Principal
	Brent Davis, Athletic Director

#### 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!