

# Informed K12 Guide for OCM BOCES Form Initiators



BOCES is going paperless!

- **You do not need an account to fill out forms** – for context, Informed K12 accounts are reserved for office managers and administrators who manage or approve forms
- **All you need is a link** to fill out a form online with Informed K12

## How to complete and submit a form for approval with Informed K12

1. **Access your form:** All links can be found on the OCM BOCES website ([www.ocmbooces.org](http://www.ocmbooces.org))
2. **Enter your name + email:**  
Click on “Go to form” to fill it out (remember, you don’t need an account!)
3. **Complete the form:** Red fields are required, while yellow fields are optional
  - 💡 Not ready to submit?
    - Click “Save Progress” in the top right corner of the form
    - You’ll get a link to the draft by email, so you can edit / submit at a later date
4. **Sign it:** Add a signature to confirm that you read it
5. **Submit the form:** Find “Continue” to submit your completed form
6. **Send it to the next person:** Select the person’s role + email from a dropdown, then click “Send to recipient”
7. **Check your email:** You’ll get a copy of your initial responses 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](mailto:Support@InformedK12.com).