

# Laserfiche - How to Access the Substitute Letter of Reasonable Assurance (LORA) Form

KB0010471  
21 views

KISD Substitutes will use these instructions to access their Letter of Reasonable Assurance (LORA) form in Laserfiche.

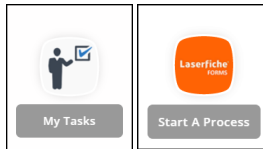
NOTE: Turn off or disable any pop-up blockers. If you previously set up any "email rules" for [eforms@kellerisd.net](mailto:eforms@kellerisd.net) or [do\\_not\\_reply@kellerisd.net](mailto:do_not_reply@kellerisd.net), be sure to check the appropriate inbox or folder for your Laserfiche forms.

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## Login

1. Go to **KCloud** (<https://launchpad.classlink.com/keller>) and select **MY TASKS** or **LASERFICHE FORMS/START A PROCESS** to **LOGIN**. Alternatively, you may login via <https://laserfiche.kellerisd.net/forms> (<https://laserfiche.kellerisd.net/forms>).



2. If you see this prompt to sign in, click **CANCEL**.

A sign-in prompt form with the URL 'https://laserfiche.kellerisd.net'. It contains fields for 'Username' and 'Password', and 'Sign in' and 'Cancel' buttons.

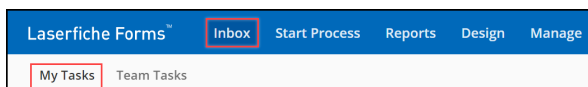
3. Enter your **USER NAME** and **PASSWORD**, then click **SIGN IN**.

- Your User Name will be **KELLERISD\** followed by your **EMPLOYEE ID NUMBER**.
- If this is your **FIRST TIME** to login to Laserfiche, you must use the **DEFAULT PASSWORD**.
  - The default password will be the **FIRST LETTER** of your **FIRST NAME**, the **FIRST LETTER** of your **LAST NAME**, the **LAST FOUR DIGITS** of your **SOCIAL SECURITY NUMBER**, and the **LAST TWO DIGITS** of your **BIRTH YEAR**.
  - For example, if your name is John Doe, born on August 18, 1970, and your SSN was 123-45-6789, then your password would be JD678970.
- If you have **PREVIOUSLY LOGGED IN** and changed your password, you will use that password every time you login instead of the default password.

A detailed sign-in form for Keller ISD. It includes a dropdown for 'Organization' (Keller ISD), a warning to put 'KELLERISD\' in front of your ID#', and fields for 'Username' (KELLERISD\28388) and 'Password'. There are 'Sign in' and 'Cancel' buttons, and checkboxes for 'This is a public computer' and 'I have an MFA code'. Below is an 'OR' section with 'Sign in with:' and a 'Windows Authentication' button.

## My Tasks Menu

1. Once logged in, click on your **INBOX**, then select **MY TASKS**.



2. The **MY TASKS MENU** will be displayed on the left of the screen.

My Tasks    Team Tasks

- Open Tasks
- Drafts
- Unassigned Tasks
- Completed Tasks

### Menu Options

- OPEN TASKS** – You will begin on this tab by default. These are tasks that have been assigned but you have not started.
- DRAFTS** – While completing tasks, you have the option to save them as drafts. All tasks that you have saved will appear in this tab.
- UNASSIGNED TASKS** – These tasks have not been assigned to any member of your team. You can elect to open a task and assign it to yourself.
- COMPLETED TASKS** – All of the tasks you have completed and submitted will be located here. You will not be able to change any of these tasks after submission.

Each tab will display the number of tasks in the tab next to its name except for the Completed Tasks tab.

### View a Form/Task

1. To **VIEW** the **SUMMARY** and **ACTION HISTORY** of a task, click the name of the task in the **PROCESS** column.

| Process                      | Task                       | Instance                           | Date assigned |
|------------------------------|----------------------------|------------------------------------|---------------|
| Substitute LORA & Handboo... | KISD Substitute LORA & ... | Karen Britvich - (KELLERISD\28388) | Apr 27        |

2. The **SUMMARY** tab will display the date the task was assigned and the date the task is due.

KISD Substitute LORA & Handbook  
Karen Britvich - (KELLERISD\28388)

Summary    Action History

**Task Information**

Assigned to: Britvich, Karen

Date assigned: Apr 27

Due date: May 14, 2021 5:00 PM

Priority: High

Team: No team

**Summary Details**

EmplID  
KELLERISD\28388

First\_Name\_HF\_  
Karen

Last\_Name\_HF\_  
Britvich

3. The **ACTION HISTORY** tab will display the workflow process of the task.

KISD Substitute LORA & Handbook  
Karen Britvich - (KELLERISD\28388)

Summary    Action History

4/27/2021 9:07 AM

Britvich, Karen is in process with task  
KISD Substitute LORA & Handbook

4/27/2021 9:07 AM

Workflow submitted a form and started an instance in process **Substitute LORA & Handbook Receipt**

WorkflowAction

4. To **VIEW** the task/form, click on the **BLUE TASK NAME**.

| Process                      | Task                       | Instance                           | Date assigned |
|------------------------------|----------------------------|------------------------------------|---------------|
| Substitute LORA & Handboo... | KISD Substitute LORA & ... | Karen Britvich - (KELLERISD\28388) | Apr 27        |

5. The form will **OPEN** in a new window for your review. Check the **ACKNOWLEDGEMENT** box, then click **SUBMIT LETTER**.



## Reasonable Assurance Letter

### Employee Information Section

Employee Name \* Karen Britvich

Employee ID \* KELLERISD28388

Campus/Location \* Education Ctr Annex

Employee Email \* karen.britvich@kellerisd.net

### Reasonable Assurance Letter

This letter provides notice of reasonable assurance of continued employment with the District for the 2021-2022 school year when each school term resumes after a school break. This assurance is contingent on continued school operations and will not apply in the event of any disruption that is beyond the control of the District (e.g., lack of school funding, natural disasters, court orders, public insurrections, war, etc.)

By virtue of this notice, please understand that you are not eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to summer, winter, and spring breaks.

This letter does not alter your at-will employment status with Keller ISD, which means either you or the District can end the relationship at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. Please note that nothing in this letter constitutes a contract of employment.

Your services on behalf of the children of the district are appreciated, and we hope that you will be able to continue your association with KISD.

Sincerely,

*Sandy M. Garza*

Sandy M. Garza  
Director of Human Resources

Please complete the following information electronically and return the letter to Human Resources by Thursday, May 6, 2021. **Failure to return this letter by this date will be treated as a voluntary resignation.**

### Employee Electronic Signature & Acceptance Section

I hereby certify that the information provided in this form is true and correct to the best of my knowledge. I agree and understand that my typed electronic signature shall have the same legal effect as an original signature, and is being accepted as my original signature: (Full Legal Name)

Acknowledgement \*  I acknowledge receipt of the Reasonable Assurance Letter.

Employee Name Signature \* Karen Britvich

Electronic Signature Date & Time \* Date and time will be captured on form submission

Comments

Submit Letter

Most recent tasks [JINC0228739 - I am not able to complete the substitute Time and Effort Form. MY TASK login says "INVALID CREDENTIALS" \(task.do?sys\\_id=b72a061bdb82411064765e67489619d2&sysparm\\_referring\\_url=kb\\_view.do\)](#)



Authored by Karen Britvich  
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