

KISD – Accessing & Using Laserfiche Forms

This is a short 'How-To' Document on how to access and use Laserfiche Forms

★ Please be sure to notate the following prerequisites, so as to ensure that you have success in utilizing this new electronic process:

- Turn off/Disable ***ANY*** 'Pop-up Blocker(s)' that may be configured.
- If you have setup any 'Email Rules' for "eforms@kellerisd.net" or "[Do Not Reply@kellerisd.net](mailto:Do_Not_Reply@kellerisd.net)", then be sure to check the appropriate inbox/folder.

1. Go to your **Task Inbox** and Login: (<https://laserfiche.kellerisd.net/forms>)
 - a. Your **Username** will be your **Employee ID#**, which will always go after the "**KELLERISD**". (Ex. '**KELLERISD\28828**' without quotes).
 - b. Your **Password** is by default set to the following schema:
 - i. **First** letter of First name
 - ii. **First** letter of Last name
 - iii. **Last** 4 of SSN
 - iv. **Last** 2 of Birth Year
 - ❖ So for example, if your name is John Doe born August 18th, 1970 and your SSN was 123-45-6789 – your password would be '**jd678970**', without quotes.

Organization
Keller ISD

⚠ - put **KELLERISD** in front of your ID#

User name
KELLERISD\28828

Password
.....|

[Forgot password?](#)

Sign In

This is a public computer

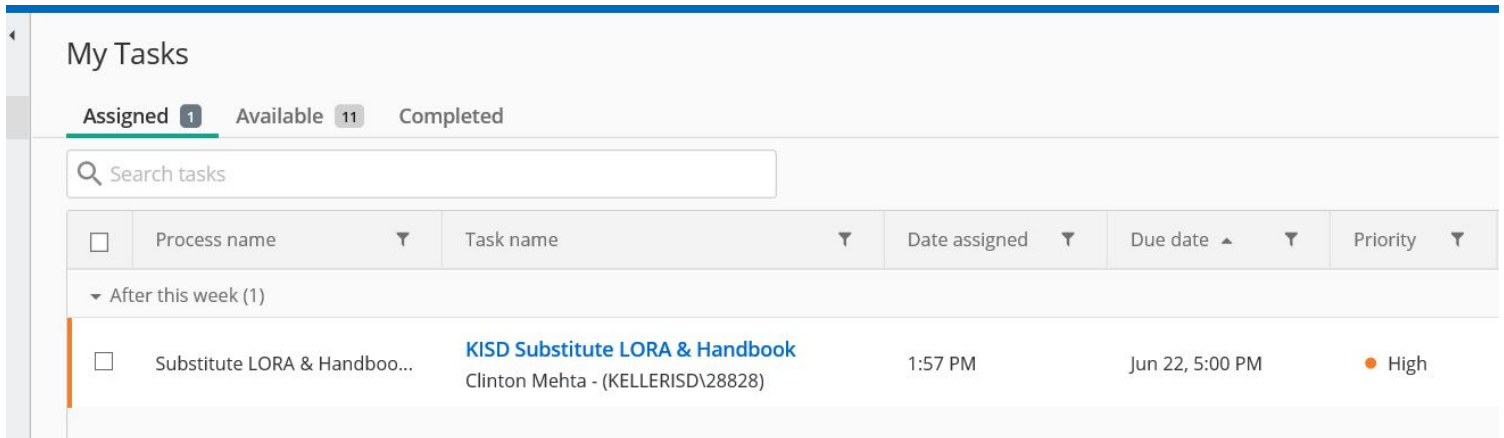
OR

Sign in with:

Windows Authentication

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2. Then click **Sign In** – once logged in, your Tasks Inbox will be displayed similar to the below:



The screenshot displays the 'My Tasks' interface. At the top, there are three tabs: 'Assigned' (with a count of 1), 'Available' (with a count of 11), and 'Completed'. Below the tabs is a search bar labeled 'Search tasks'. The main area contains a table with the following columns: 'Process name', 'Task name', 'Date assigned', 'Due date', and 'Priority'. A filter is applied to show tasks 'After this week (1)'. One task is listed: 'Substitute LORA & Handboo...' with a task name link 'KISD Substitute LORA & Handbook' (in blue font), assigned to 'Clinton Mehta - (KELLERISD\28828)' at '1:57 PM', with a due date of 'Jun 22, 5:00 PM' and a 'High' priority.

<input type="checkbox"/>	Process name	Task name	Date assigned	Due date	Priority
▼ After this week (1)					
<input type="checkbox"/>	Substitute LORA & Handboo...	KISD Substitute LORA & Handbook Clinton Mehta - (KELLERISD\28828)	1:57 PM	Jun 22, 5:00 PM	High

3. You can launch a Form/Task by clicking the '**Task Name**' Link in the blue font. (In this case, [KISD Substitute LORA & Handbook](#))
4. The Form will then open up in a new Tab/Window, which you can then view and take the appropriate action(s), as required per the Form or Process.