

Student Support Network - *Teacher Quick Start Guide*

Login:

Password:

School Code:

Login

Go to www.k12els.com, select *ELS Client Login*, enter user information, and select *Login*. Then select the Student Support Network icon.

Edit/Complete Form

- Select the edit icon (*pencil*) next to the form you wish to complete. Complete the form by entering the appropriate information into the textboxes.
- Change the Status to *Complete* if you have completed the form, or leave it *Incomplete* if you want to close the form and finish it later.
- Select *Save* to save the form.

Manage Forms

- To manage forms, click on the appropriate icon. To edit a form, select the edit icon (*pencil*). To view a form, select the view icon (*magnifying glass*). To print a form, select the print icon (*printer*). Note: If the report doesn't fit onto the page, you must go to File>Page Setup on the Internet Explorer menu bar and change the margins and/or paper orientation.

Filter Forms

- Sort all referrals for specific data by using the filter options. Sort by date, completion, student, form, or referral status using the filter drop-down menus. Select *Apply Filters* to sort for the desired information.

If you have any additional questions, contact ELS Customer Support at 877-233-7833 or support@k12els.com.