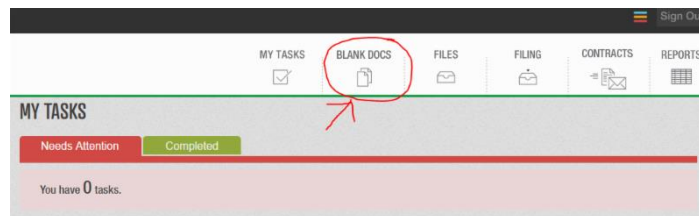


## Talent Ed Documents

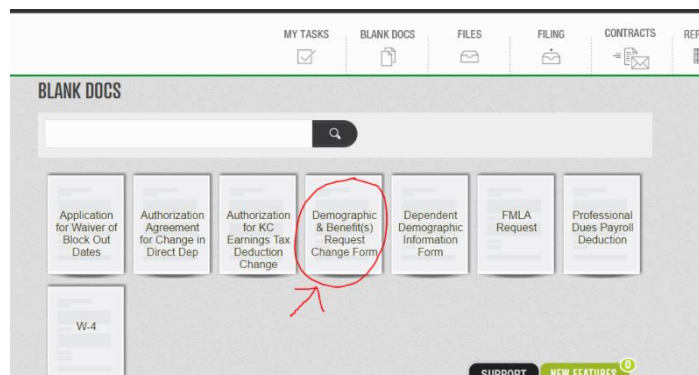
Talent Ed is the system that has various forms for communication between the employee and the Central Office. Completion of a form within Talent Ed will trigger an alert to all departments that need to update the information within the various business systems of our district. Without an electronically signed form, we are not authorized to make the requested/needed changes.

To access a document, please follow the steps outlined below:

1. On the District website, go to the staff portal – select the Home page from the drop-down menu. Find the icon for Talent Ed Records. Select and log in.
2. Across the top of the homepage of Talent Ed, select **Blank Docs**.

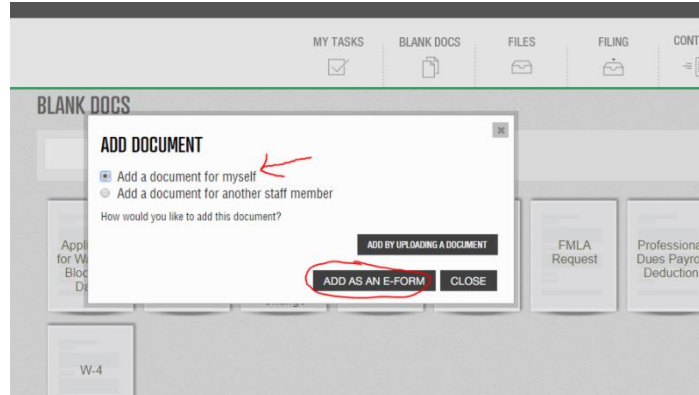


3. Within Blank Docs, select the form you need to complete.

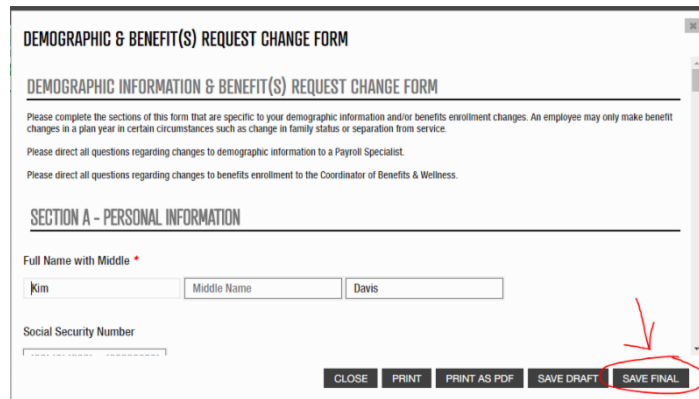


4. Choose to **Add a document for myself.**

>ADD AS AN E-FORM.



5. Complete the electronic form, **SAVE as FINAL.**



Done!

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Please note below the various forms that are available in Talent Ed.

