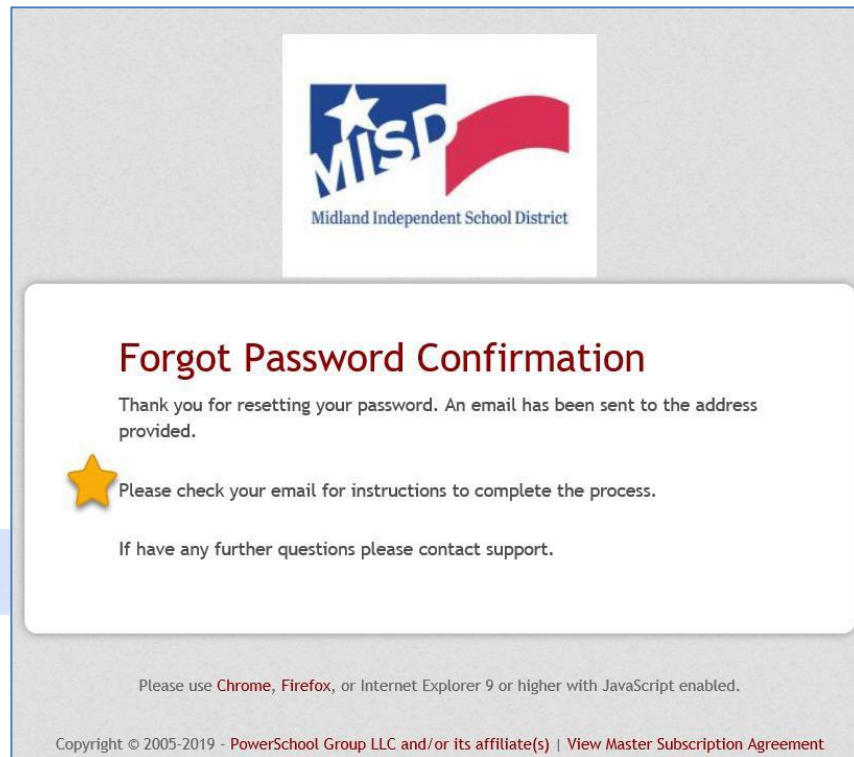


## To begin using [TalentEd Records](#):

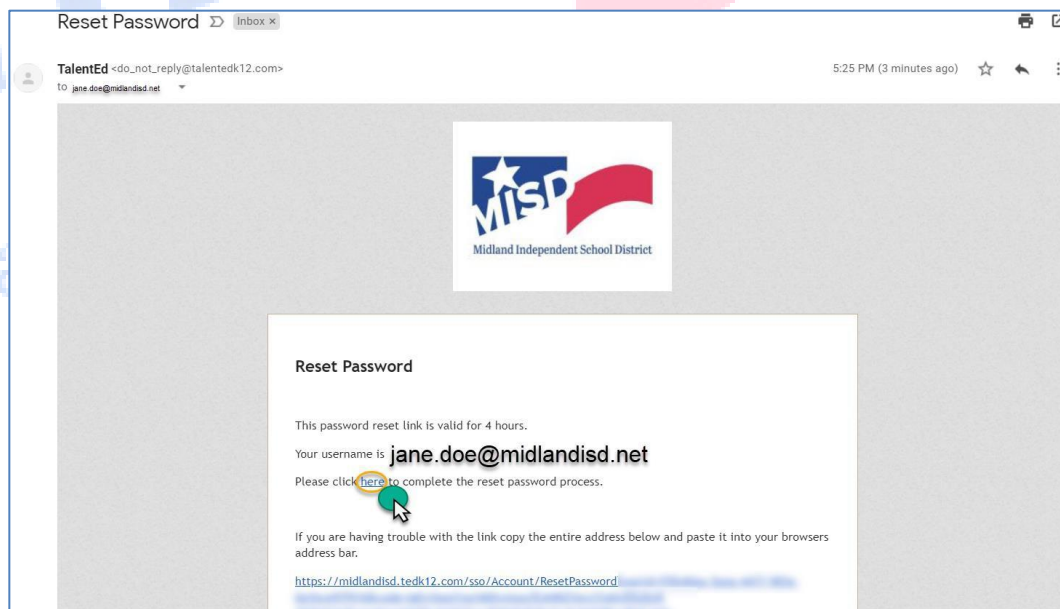
Click on the 'Log in' link below or may go through [Staff Links](#) on the Midland ISD webpage ([www.midlandisd.net](http://www.midlandisd.net)). If you cannot remember or first time user, click 'Forgot your Password?' link to have an email sent to you to have your password reset.

Enter your district email address and click 'Send Email'.

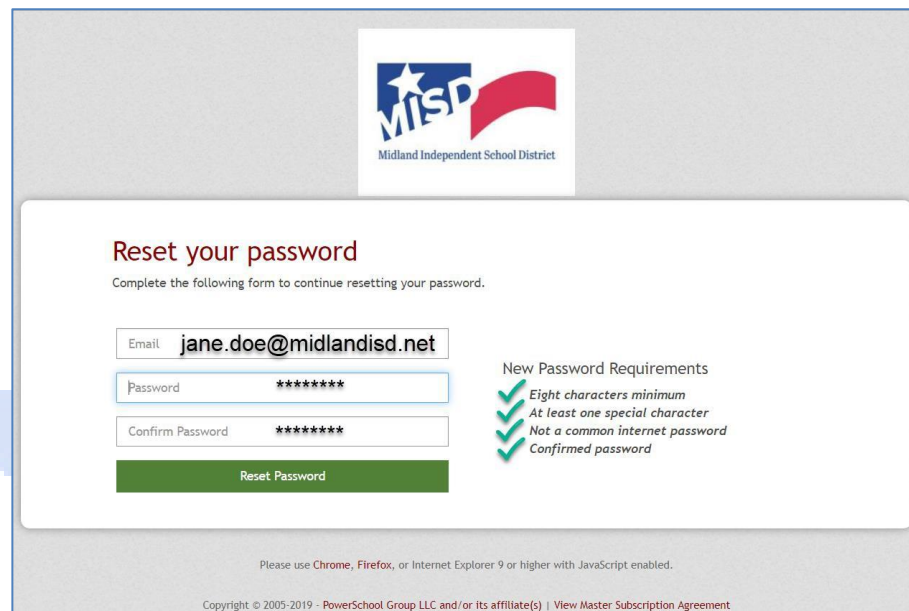


Go to your district email. You will get an email from TalentEd to reset your password.

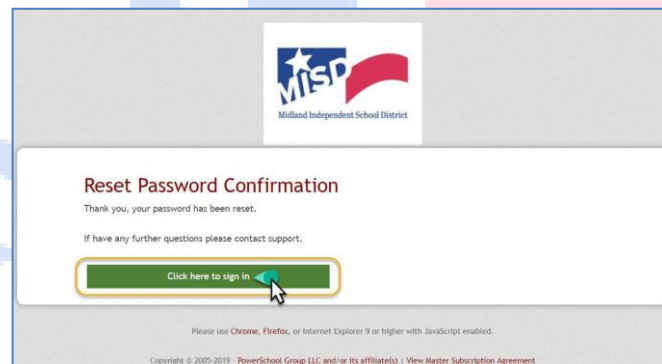
Complete the instructions listed in the email to reset your password.



Type in your email and a new password. Ensure your new email meets the new password requirements.

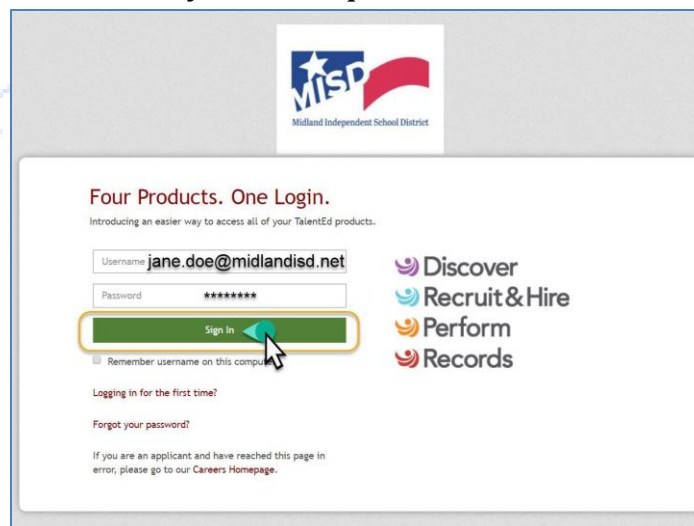


The screenshot shows the MISP (Midland Independent School District) password reset interface. At the top is the MISP logo. The main heading is "Reset your password" in red, followed by the instruction "Complete the following form to continue resetting your password." Below this are three input fields: "Email" with the value "jane.doe@midlandisd.net", "Password" with masked characters "\*\*\*\*\*", and "Confirm Password" also with "\*\*\*\*\*". To the right of these fields, under the heading "New Password Requirements", are four green checkmarks with the following text: "Eight characters minimum", "At least one special character", "Not a common internet password", and "Confirmed password". A green "Reset Password" button is at the bottom of the form. Below the form, a small note says "Please use Chrome, Firefox, or Internet Explorer 9 or higher with JavaScript enabled." and a copyright notice reads "Copyright © 2005-2019 - PowerSchool Group LLC and/or its affiliate(s) | View Master Subscription Agreement".



The screenshot shows the "Reset Password Confirmation" screen. It features the MISP logo at the top. The heading "Reset Password Confirmation" is in red, followed by the text "Thank you, your password has been reset." and "If have any further questions please contact support." Below this is a green button with the text "Click here to sign in" and a mouse cursor pointing at it. At the bottom, a small note says "Please use Chrome, Firefox, or Internet Explorer 9 or higher with JavaScript enabled." and a copyright notice reads "Copyright © 2005-2019 - PowerSchool Group LLC and/or its affiliate(s) | View Master Subscription Agreement".

Type in your email address and your new password then click 'Sign In'.



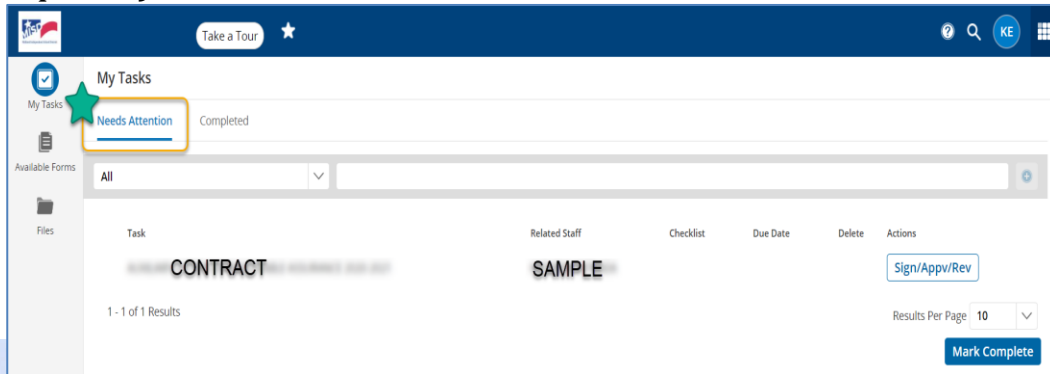
The screenshot shows the MISP sign-in page. At the top is the MISP logo. The heading "Four Products. One Login." is in red, followed by the text "Introducing an easier way to access all of your TalentEd products." Below this are two input fields: "Username" with the value "jane.doe@midlandisd.net" and "Password" with masked characters "\*\*\*\*\*". To the right of these fields are four icons with labels: "Discover", "Recruit & Hire", "Perform", and "Records". A green "Sign In" button is at the bottom of the form, with a mouse cursor pointing at it. Below the button is a checkbox labeled "Remember username on this computer". At the bottom of the page, there are links for "Logging in for the first time?", "Forgot your password?", and a note: "If you are an applicant and have reached this page in error, please go to our Careers Homepage."

*If you have any issues signing into TalentED, please submit an Eduphoria – Help Desk ticket under:*

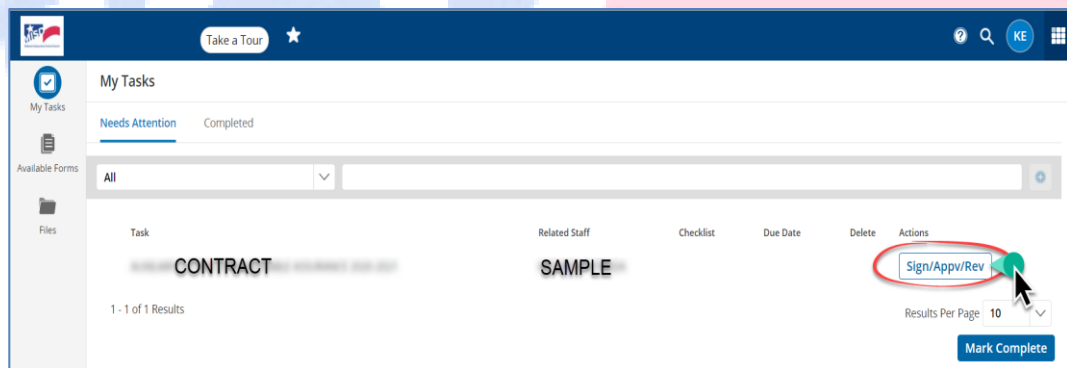
- *Human Resources/Finance System > Human Resources Access > TalentED – HELP*

## My Tasks

The My Tasks screen is where you can view all tasks you have been assigned through Records. You will notice there are two tabs on this screen (Needs Attention & Completed).



The **Needs Attention** tab will indicate which tasks still require action on your part. To take action, click **Sign/Appv/Rev** to open the contract/addendum or form. You may be asked to fill out a new form or Sign or Approve a form that has been submitted to you.

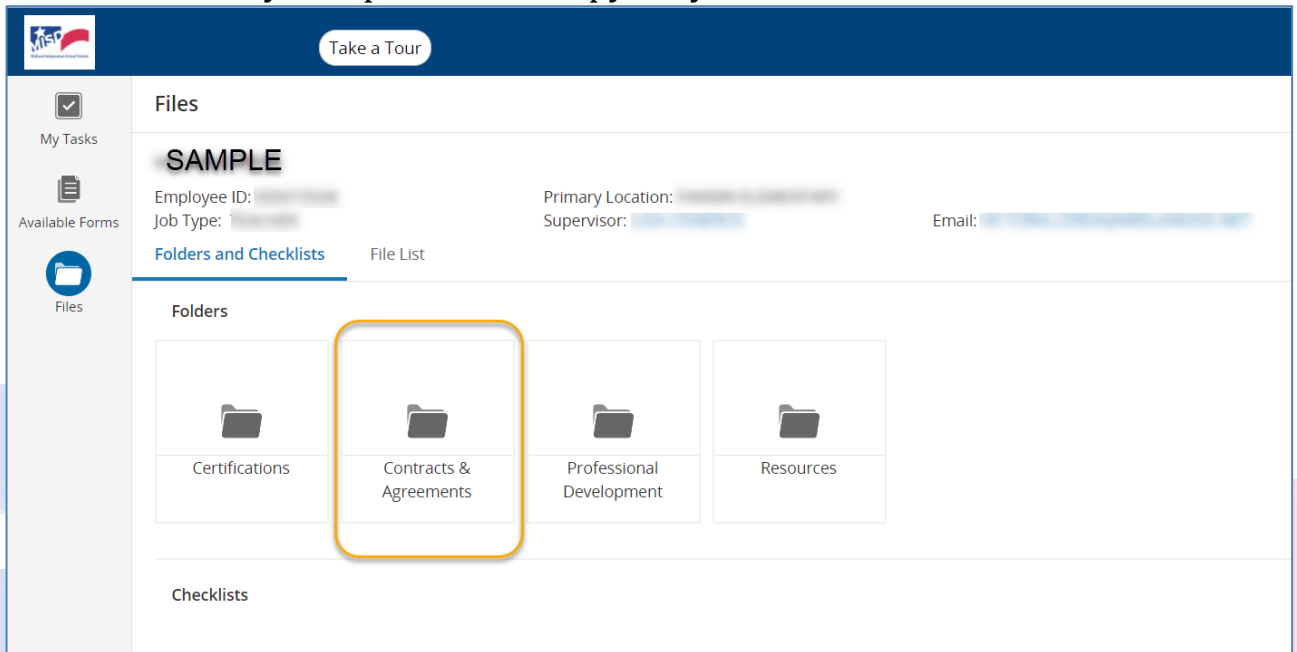


At the bottom on the Contract & Agreement, you are required to add your **Signature** and check the **"I have read the accept the Electronic Signature Statement"** to **Submit**.

A screenshot of the 'Contracts & Agreements' form. The form has a header with 'Take a Tour' and 'Contracts & Agreements'. Below the header, there is a section for 'Sign' with fields for 'Current User', 'Date', and 'Signature' (highlighted with a yellow box). Below the signature field, there is a checkbox labeled 'I have read and accept the Electronic Signature Statement' (highlighted with a green checkmark). At the bottom of the form, there are buttons for 'Close', 'Print', 'Print as PDF', 'Submit' (highlighted with a red circle and a mouse cursor), and 'Unlock'.

## Files

A copy of the signed contract/addendum will be available in your TalentEd Records account. You may also print a PDF copy for your records.



**Files**

**SAMPLE**

Employee ID: [REDACTED] Primary Location: [REDACTED]  
Job Type: [REDACTED] Supervisor: [REDACTED] Email: [REDACTED]

**Folders and Checklists** File List

**Folders**

- Certifications
- Contracts & Agreements**
- Professional Development
- Resources

**Checklists**

Midland Independent School District