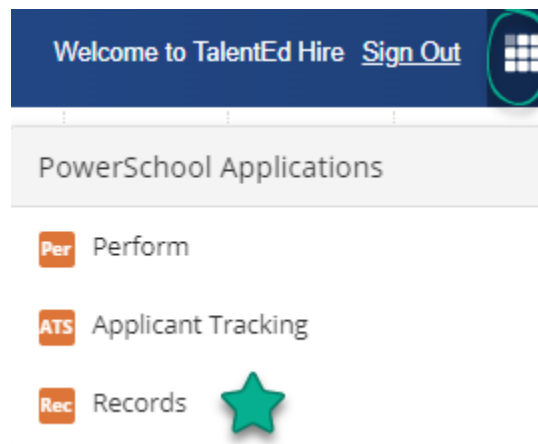
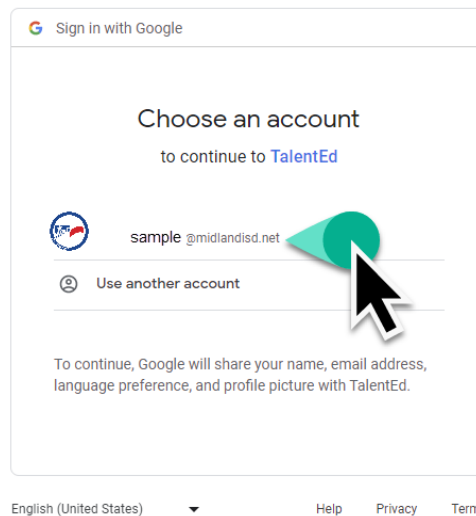


## TalentEd Records - Instructions

### Log In

TalentEd - PowerSchools is a Single Sign-On (SSO) platform utilizing your Midland ISD - Google Gmail credentials. See multiple ways to log into the system below:

1. Through [Midland ISD - Staff Links](#) webpage, clicking on TalentEd. A pop-up with Sign In with Google, Choose an account to continue to TalentEd. Then select your Midland ISD work email account. Within TalentEd click on the their waffle and select Records.





## OFFICE OF HUMAN CAPITAL MANAGEMENT


615 W. Missouri Avenue, Midland, Texas 79701

[www.midlandisd.net/careers](http://www.midlandisd.net/careers)

HR Help Portal: [hrhelp@midlandisd.net](mailto:hrhelp@midlandisd.net)

2. Within your Midland ISD Gmail click on the Google Launcher (Google Waffle), scroll to the bottom and click on TalentEd (brown box with "Ta"). A pop-up with Sign In with Google, Choose an account to continue to TalentEd. Then select your Midland ISD work email account. Within TalentEd click on the their waffle and select Records.
3. You receive an email with the subject: **IMPORTANT Document Requires Attention - Signature Required in PowerSchools Records - Midland ISD - Midland Independent School District**. In order to sign the document, please log in to TalentEd records. The 'Log In' link is at the bottom of the page. A pop-up with Sign In with Google, Choose an account to continue to TalentEd. Then select your Midland ISD work email account. Within TalentEd click on the their waffle and select Records.

IMPORTANT Document Requires Attention - Signature Required in PowerSchool Records - Midland ISD - Midland Independent School District External

 Midland Independent School District <do-not-reply@ted.peopleadmin.com>  
to me ▾

IMPORTANT Document Requires Attention - Signature Required in PowerSchool Records - Midland ISD - Midland Independent School District

Hello [REDACTED]

You have been assigned a Midland ISD document in TalentEd Records that requires you to sign electronically.

In order to sign the document, please log in to TalentEd records. The 'Log In' link is at the bottom of the page.

If you have not created an account in TalentEd Records, please read and follow the steps below, then click 'Log In' at the very bottom of the page to begin.

1. To begin using Records, click on the 'Log In' link below.
2. Click 'Forgot your password?'
3. Enter your district email address and click 'Send Email'.
4. Go to your district email. You will get an email from TalentEd to reset your password.
5. Complete the instructions listed in the email to reset your password.
6. Click 'Sign In'.
7. 'My Tasks' screen will appear.

The **My Tasks** screen is where you can view all tasks you have been assigned through Records. You'll notice there are two tabs on this screen.

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

Some tasks are not associated with a form at all. These tasks will include a Mark as Done button next to them. When you have completed the appropriate tasks simply click Mark as Done to remove it from your Needs Attention list.

This page also includes a **Completed** tab for your reference. Keep in mind that tasks may not show up on your Completed tab immediately if they require a review or signature by other staff in your organization.

Use the search field to quickly locate a task in your task list.

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

Midland ISD Human Resources Team

Phone: 432-240-1800

MISD HR Support Portal email:

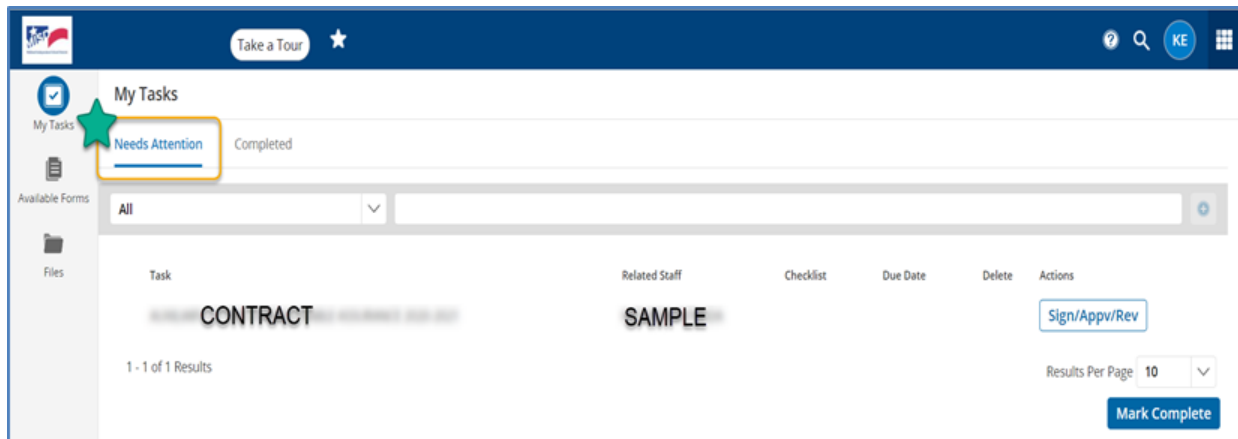
[hrhelp@midlandisd.net](mailto:hrhelp@midlandisd.net)

[Log In](#)

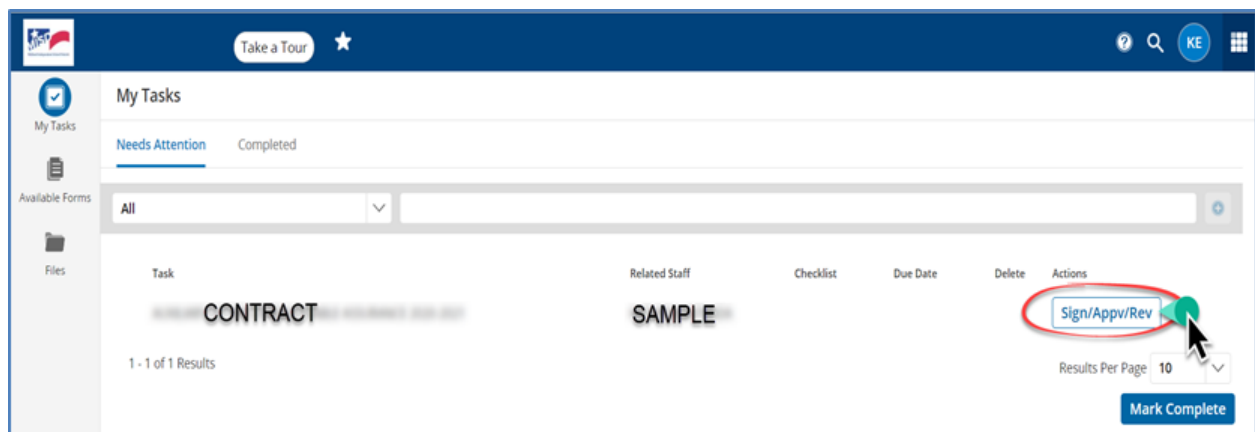
Click on Log In to  
access TalentEd  
Records

## 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.





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

The screenshot displays a web application window titled "Contracts & Agreements". At the top left, there is a "Take a Tour" link. Below the title bar, there is a dashed box containing the text "Please Click to View/Hide the Workflow". Inside this dashed box, the word "Sign" is prominently displayed. Below "Sign", there are several fields: "Current User" with a blurred value, "Date" with a blurred value, "Signature" with a red star icon and a "required" label, and a checkbox labeled "I have read and accept the Electronic Signature Statement" with a "required" label. Below the dashed box, there are five buttons: "Close", "Print", "Print as PDF", "Submit" (circled in red with a mouse cursor pointing to it), and "Unlock".



Midland Independent School District

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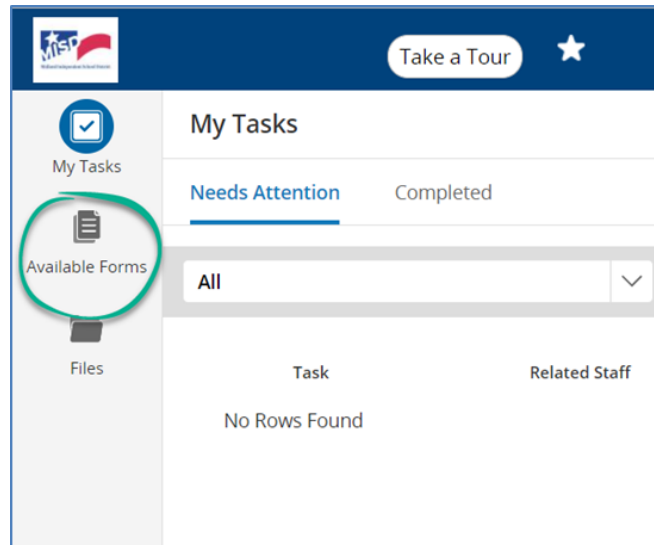
HR Help Portal: [hrhelp@midlandisd.net](mailto:hrhelp@midlandisd.net)

## Files

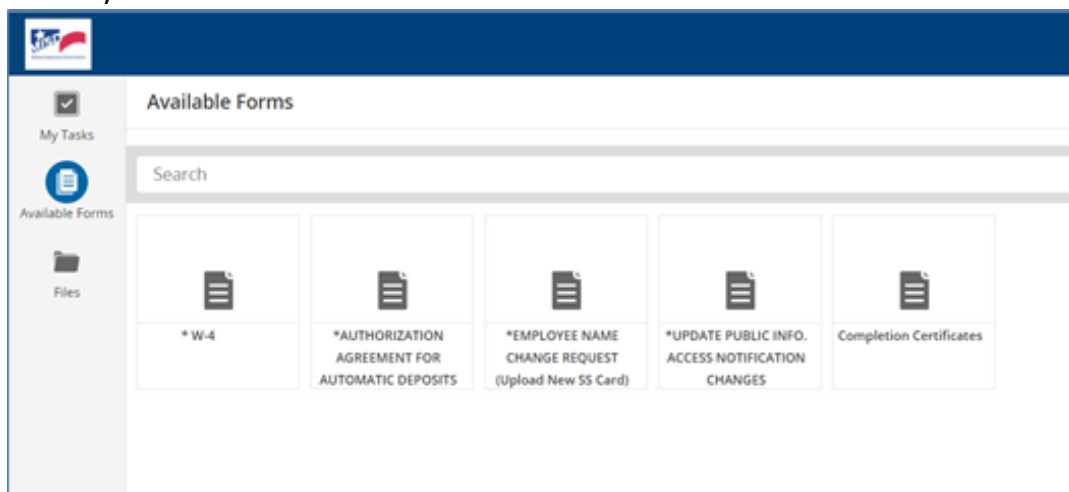
A copy of the signed contract/addendum will be available in your TalentEd Records account. You may also print a PDF copy for your records.

The screenshot shows the 'Files' section of the TalentEd Records system. At the top, there is a 'Take a Tour' button. The main content area is titled 'Files' and displays 'SAMPLE' information for an employee. The information includes Employee ID, Job Type, Primary Location, Supervisor, and Email. Below this information, there are two tabs: 'Folders and Checklists' (selected) and 'File List'. Under 'Folders and Checklists', there are four folder icons: 'Certifications', 'Contracts & Agreements' (highlighted with a yellow box), 'Professional Development', and 'Resources'. Below the folders, there is a section for 'Checklists'.

## Available Forms



You have access to submit your updated Automation Direct Deposit form, W-4, Name Change request with proper documentation, and update your Public Information Access Notification to open/closes by click on the document icons.



### Direct Deposit:

You must upload a copy of a voided check or direct deposit letter from your institution. The Payroll Department will receive notice once completed. The Payroll Department will approve the documents and you will receive an email from TalentED stating that it has been completed.



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### Name Change:

You must upload a copy of your new Social Security card with your new name display to complete the Name Change Request in Human Resources. The “receipts” from Social Security will not be accepted, it must be the card. *You will need to fill out an updated W-4 form as well with your new name.*

NOTE: To add a dependent to our insurance you will need your marriage license or court decree

*If you have any issues signing into TalentED, please email [HRHelp@midlandisd.net](mailto:HRHelp@midlandisd.net) with a description of the issue you are experiencing.*