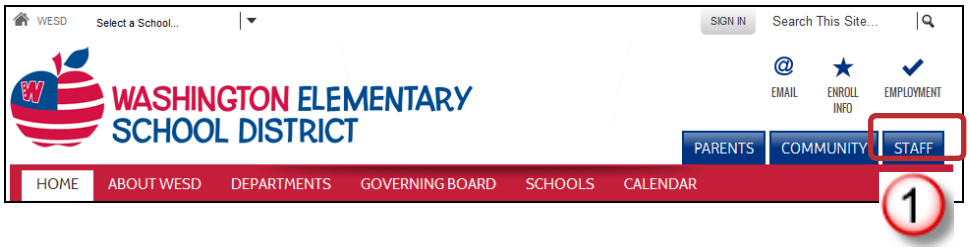
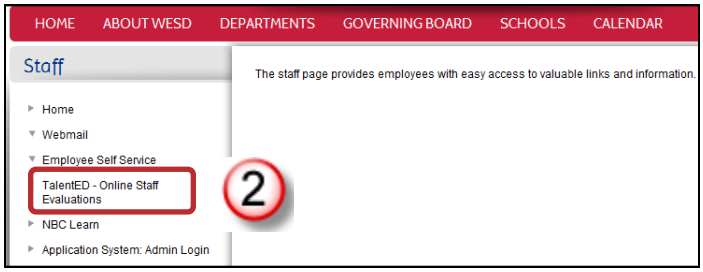
Accessing Talent Ed

1. From the District Home page, select the **Staff** tab.



2. On the next page, scroll down and select the link for **TalentEd.**



You may also access the page directly at:

https://wesdschools.cloud.talentedk12.com/perform

HINT: Once the page has opened, add it to your browser favorites.

3. Your Username is your 6-digit Employee ID number. Your password is self created.

Log in for the first time or Change your password

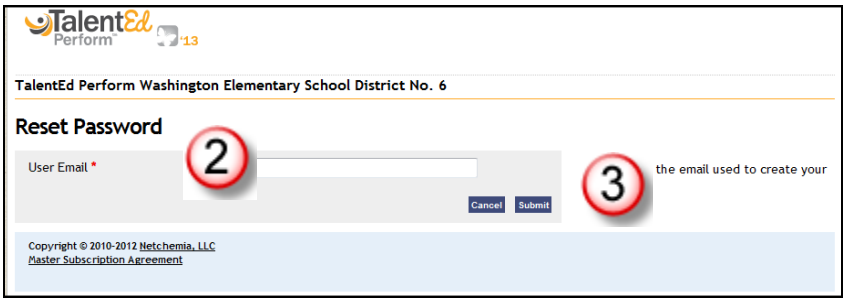
New employees are not assigned a default password in Talent Ed. The first time you log in, use the "I forgot my password" function to create a personal password.

Please also follow this process if you are a returning user and have forgotten your password.

1. click **"I forgot my password"**

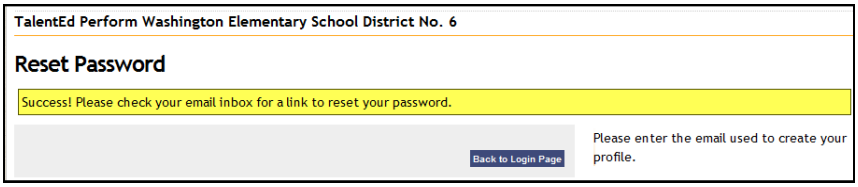
2. Enter your District e-mail address in the next screen.

E-mail address Format: firstname.lastname@wesdschools.org



3. Click **Submit**

You will receive confirmation that an e-mail was sent to your inbox.

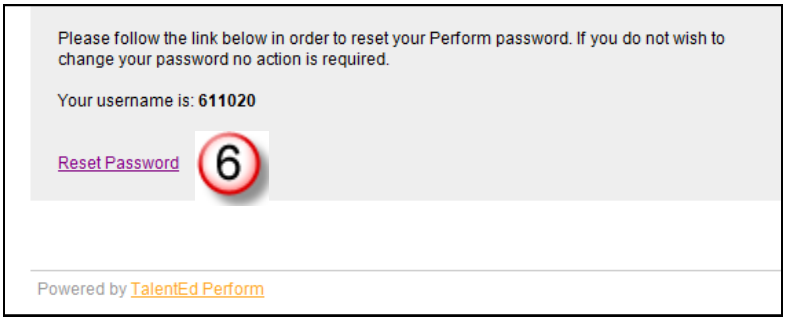


Log in for the first time or Change your password, cont.

4. Log in to your District e-mail inbox.

HINT: user name = first initial and last name, ie. jsmith

Your e-mail password is self-created, except for the first time you log in, it is Password1.

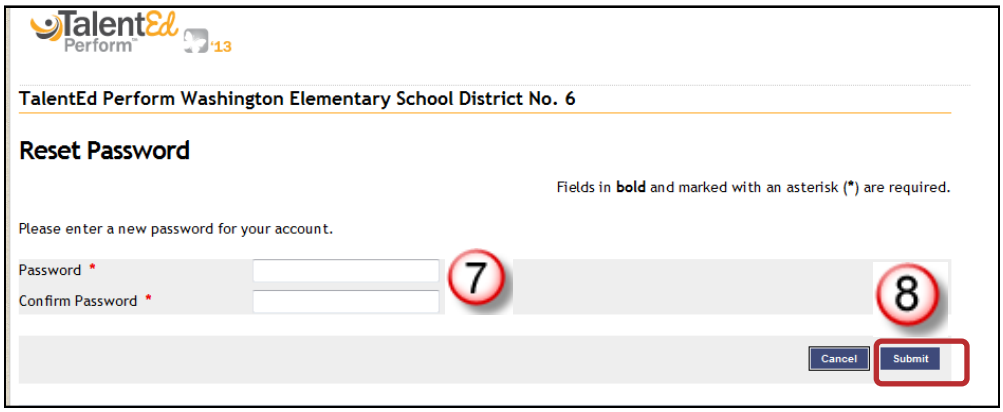


5. Open the e-mail with the subject **"Reset Password."**

6. Click the **"Reset Password"** link contained in the e-mail.

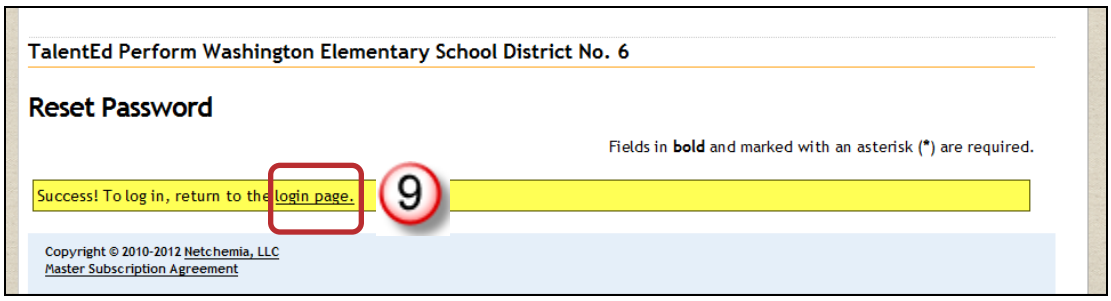
7. A new page will open. Enter your desired password in the textboxes.

8. Click **Submit**



You will receive confirmation that your new password was successfully reset.

9. Click the link to "return to the **login page."**



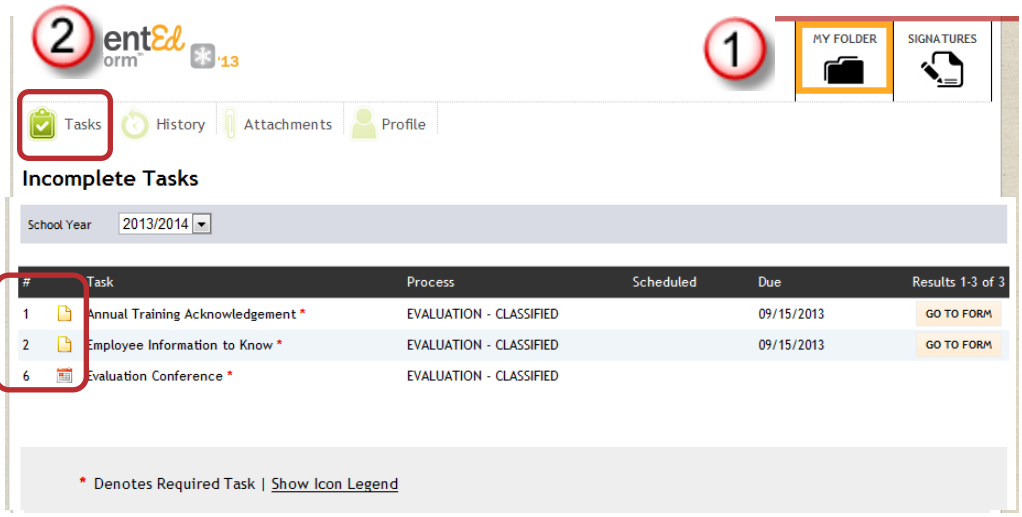
You will return to the Talent Ed login screen, where you will now log in with your user name (employee ID number) and the new password you created in step 7.

Completing Required Forms

1. Once logged in, click **My Folder.**

2. In the **Tasks** tab, you will see all the forms and meetings you have to complete.

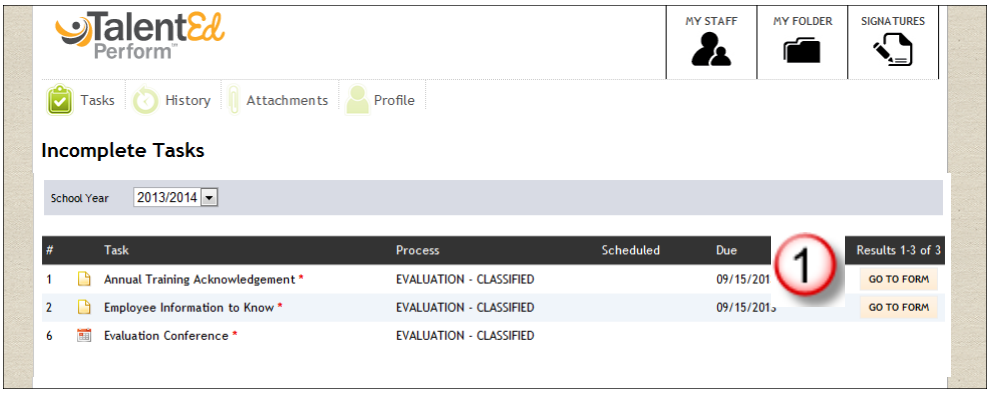
Once a task or process has been completed, it will no longer appear as a current task. You will see it under the **History tab.



Annual Training Acknowledgement and Employee Information to Know forms

Your first required tasks are to review and acknowledge the information in two forms:

- **Annual Training Acknowledgement**
- **Employee Information to Know**

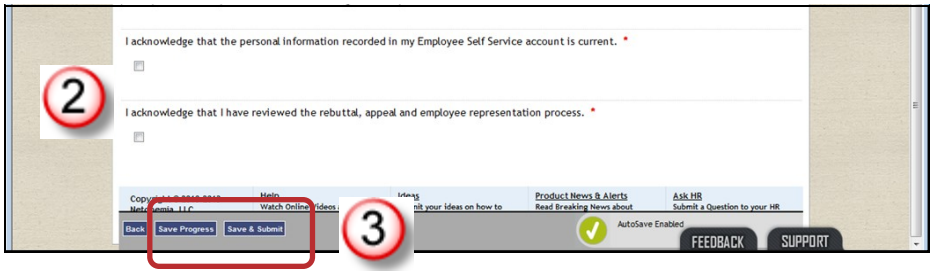


1. Click **Go To Form** to get started.

Read through the form.

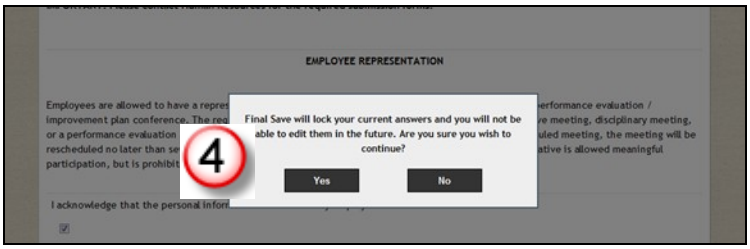
2. Once you are done, scroll down to the bottom and check the required boxes.

3. Click **Save and Submit**. Or, if you need more time to read the form, click **Save Progress,** then return to Submit prior to the deadline.



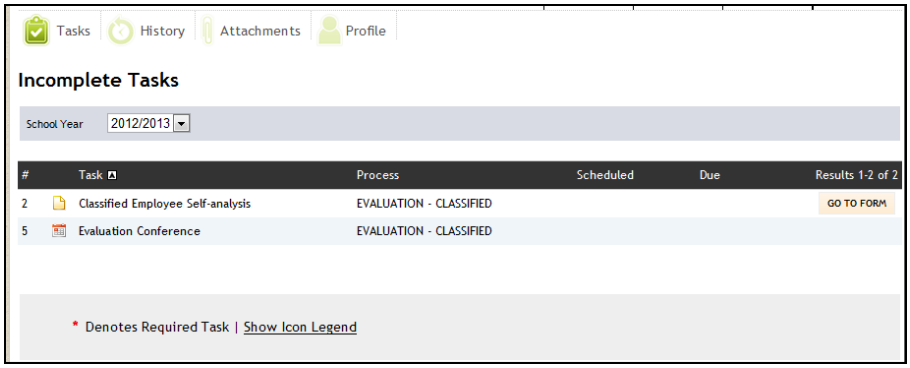
Completing forms, cont.

4. Verify that you have completed your final answers.



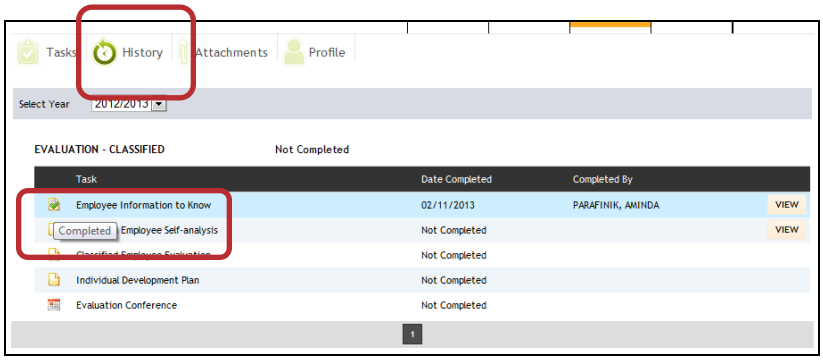
5. You will receive confirmation that your form was submitted.

When you return to **My Folder,** you will see that the "Employee Information to Know" form has been removed from your **Tasks** list.



You can still access this form by clicking on the **History** tab.

If you use your mouse to hover over the icon to the left of the form title, you will see that the status of this task is **Completed.**



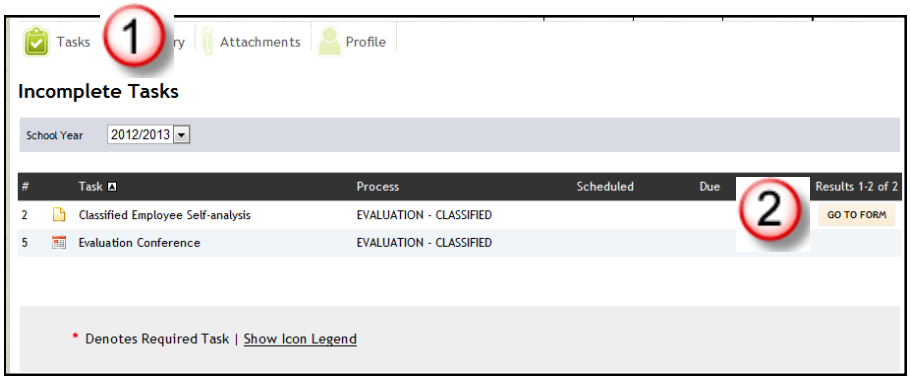
Completing Your Self-Analysis or Teacher Progress Report

****Self-Analysis and Teacher Progress report forms will be available for completion in the Spring.**

1. Return to your **Tasks** tab.

2. You will see either a Classified Self Analysis form or a Teacher Progress Report. Click the **Go to Form Button** to access it.

3. Complete the form, then follow steps 3-5 on the previous pages to submit. You do not need to add attachments, unless instructed by your supervisor.

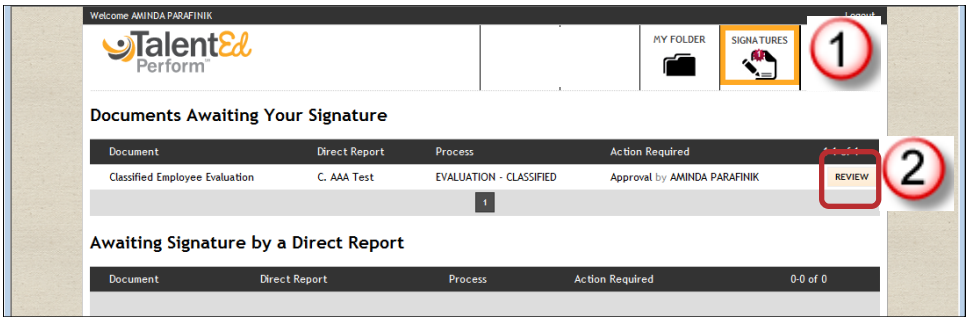


WARNING! Once you have submitted a form, you can no longer make changes to it. If you need more time to complete the form, click **Save Progress**, which will allow you to return later to complete and submit the form.

Signatures

Many documents completed as part of the Evaluation process must include an electronic signature.

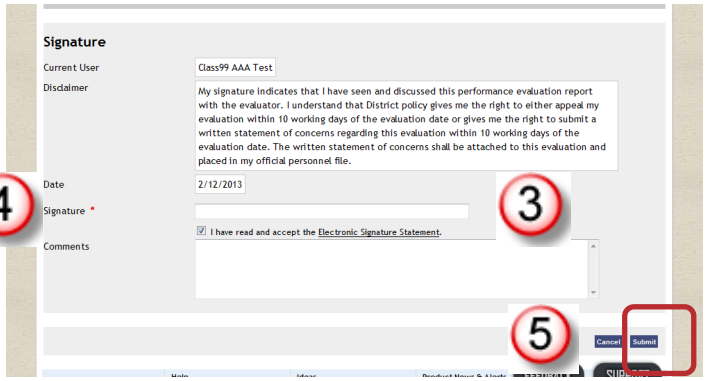
Once your supervisor has submitted your Performance Evaluation, the **Signatures** tab will indicate that the form is awaiting your signature.



1. Click the **Signatures** tab.

2. Click **Review** to open the submitted form.

3. Scroll down to the bottom. Review the **Disclaimer** and **Electronic Signature Statement**.

4. Type your name in the **Signature** text box.

5. Click **Submit** to finish. Once your supervisor has reviewed any comments and signed the form, it will appear as complete.