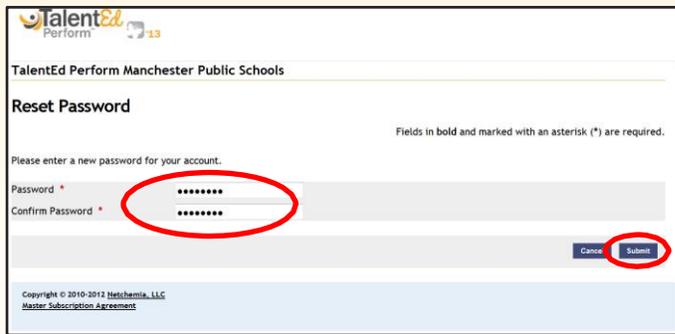
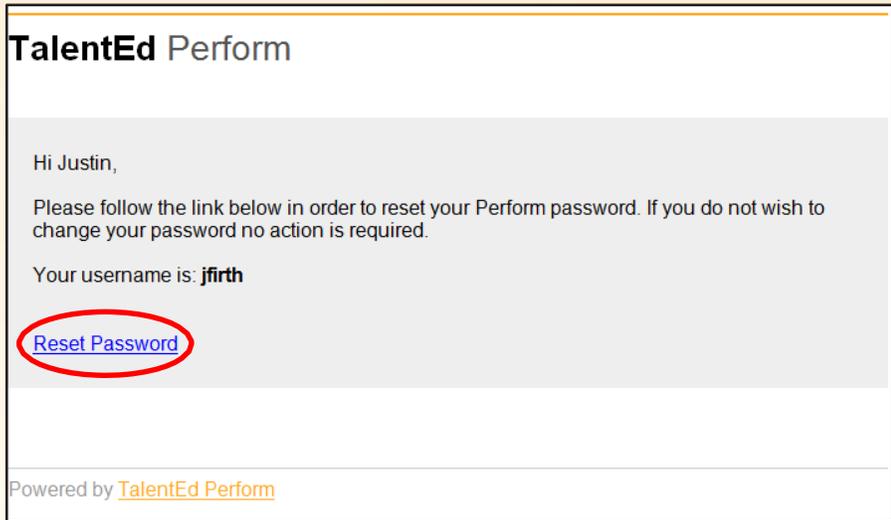


## RETRIEVING YOUR PASSWORD

In order to retrieve your password you will be sent an email like the one displayed to the right. Note: If you have not received an email to reset your password please check your Barracuda filter or contact the IT Department for assistance. Within the email click on the “Reset Password” link. This will take you to a web page where you will be allowed to reset your password. Type your new password in the first field and confirm it in the second one below. These passwords must match exactly. Once you

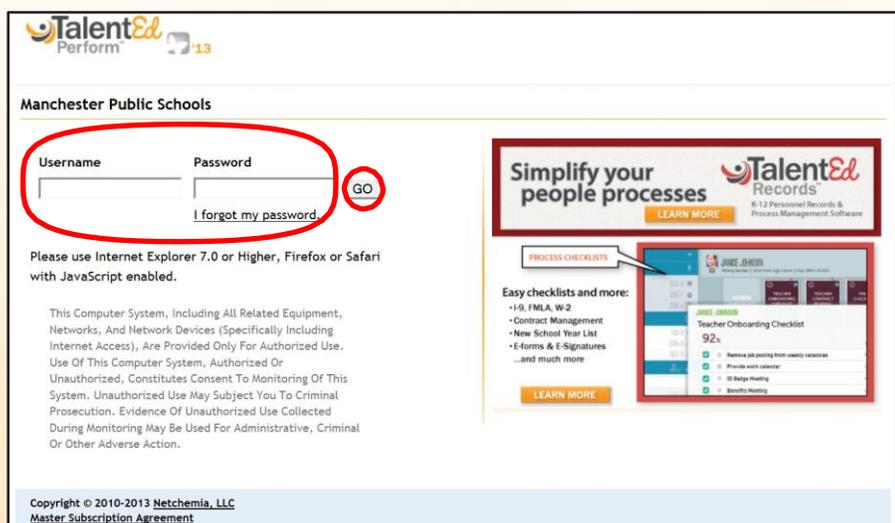


have a matching passwords in both fields click the “Submit” button in the lower right hand corner. Passwords must include a special character. Once this is complete you will be taken to a success screen with a link to return to the login page. Click this link. You are now ready to log into TalentEd Perform.

## LOGGING IN

To log into TalentEd you will need your user name and password. Your user name is your full Manchester Public Schools email address. For example, “Teacher1@mpspride.org” would be a teacher’s full email address and thus their user name within TalentEd. Your password is the password you created when you were sent the original TalentEd email. If you do not have a password please complete the steps under “Retrieving Your Password” above.

Enter your user name and password into the indicated fields. Once both are entered correctly click the “Go” button. If you have forgotten your password you can enter your user name and click the “I forgot my password” link and TalentEd will send a replacement password to your email box.



Login link:

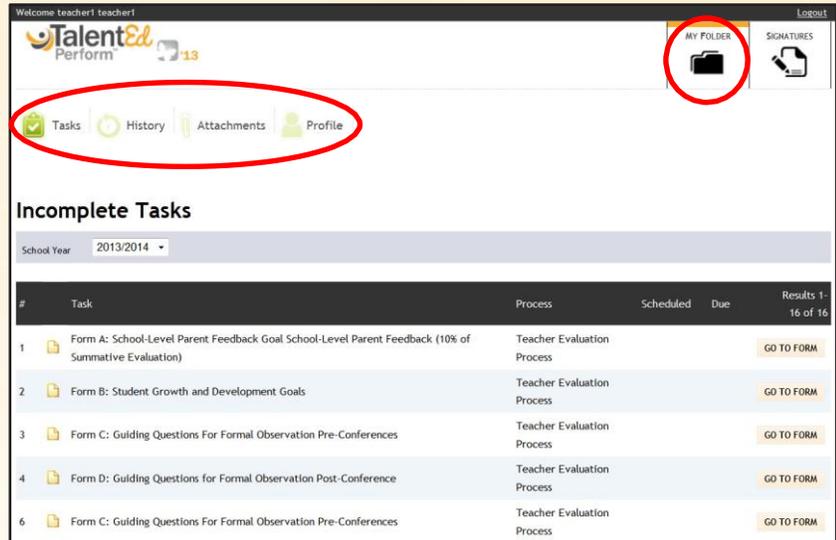
<https://manchester.cloud.talentedk12.com/perform/login.aspx>

## MY FOLDER

After logging in you will be taken to the “My Folder” menu. The My Folder Menu is your home screen within TalentEd. From here you can view tasks, go to forms, review your history, view attachments, and view your profile.

Near the top left are four green menus. Each of these serves a different function. The one that is open when first logging into TalentEd is the Tasks Menu. This will display any and all open tasks that you have left to perform. The tasks will be displayed below along with pertinent information such as: the name of the task, the process to which the task belongs to, the date the task is due to be completed, and a link to the task itself.

The History menu allows you to view the history of your account including updates and completion dates. The Attachments menu will allow you to view attachments that you or your supervisor has added to the various forms assigned to you.



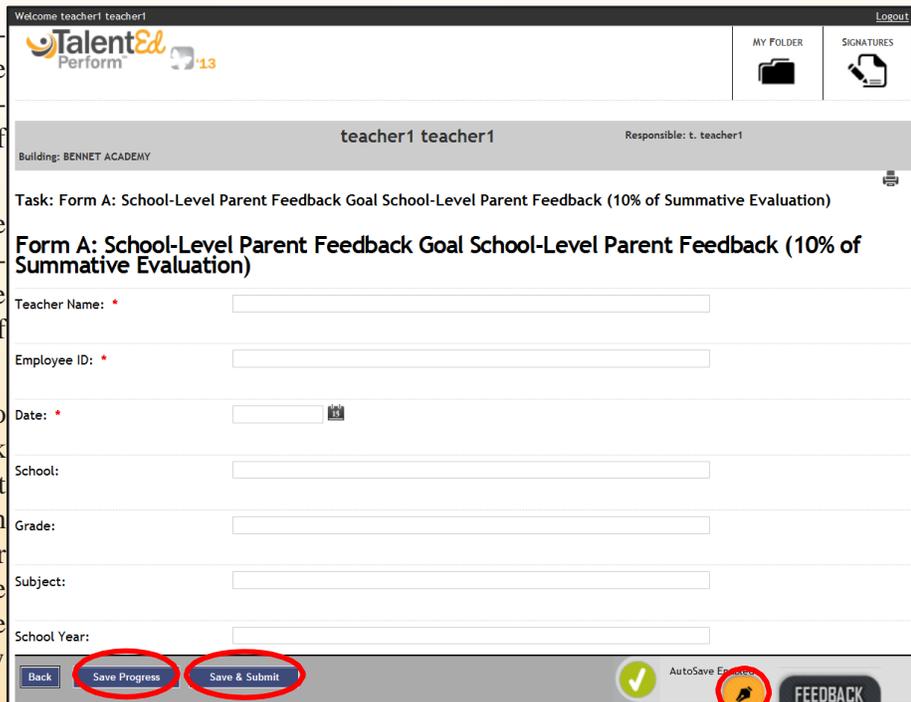
Finally, the Profile menu will allow you to view your profile within TalentEd. Here you will see your full name, user name, email address, job type, and list of supervisors. From this menu you can also change your password by clicking the, “Change My Password” link.

## VIEWING AND FILLING OUT FORMS

By clicking the “Go to Form” button from the My Folder menu you may view and fill out forms that have been assigned to you by your supervisor. It is possible to take notes while filling out a form by clicking on the notes button, a black pen in a yellow box, located on the bottom of the screen.

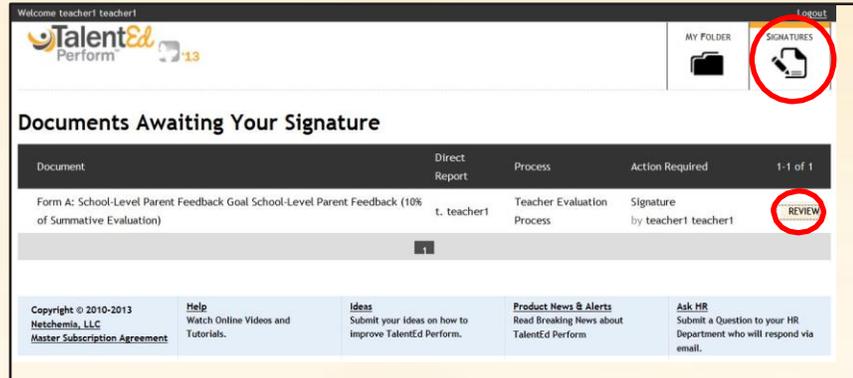
If you have not completed a form and wish to continue working on it later you can click the “Save Progress” button located on the bottom of the screen. This will save your progress and allow you to resume where you left off at a later time.

Once you have completed the whole form you will need to save and submit the form. Please note that this will lock the form and prevent further changes. To save and submit the form click the “Save and Submit” button located on the bottom of the form. This will alert your supervisor that you have completed the form and begin the signature process. Please note that form A no longer must be completed before any subsequent forms. Forms may now be completed in any order.

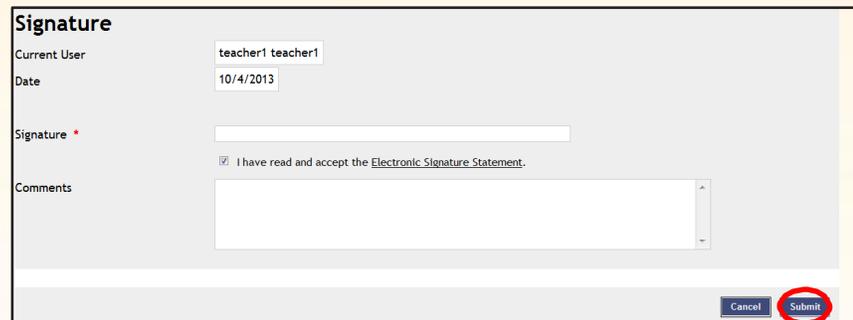


## SIGNATURES

Once you Save and Submit a form it will be sent to your supervisor for review and approval. Once this is complete you will need to digitally sign the form. In the top right hand corner of your screen next to the My Folder menu you will see a second menu called signatures. Click on that menu and you will be taken to a screen like the one displayed to the right. Click the “Review” button to be taken to the form so that you may review and sign it.



After reviewing the form to make sure all of the information is correct scroll to the bottom where the Signature section (displayed to the right) is located. To sign the form type your full name in the signature field and make sure the box below it is checked. There is an additional section below labeled “Comments.” You may add general comments and any rebuttals or objections to the form’s contents that you would like to make. Once this is done click the Submit button to complete the task.



## ADDITIONAL ASSISTANCE

For additional assistance please contact the IT Department

Additional resources can be viewed at the Human Resources home page: <http://www.mpspride.org/page.cfm?p=818>.

