

TalentEd Help

Logging In

TalentEd works best in the Chrome browser. To access this site go to: <https://boonville.tedk12.com/> If you are at school, there is an icon on your desktop named TedK12 that will take you to TalentEd using Chrome.



You will need to set your password by clicking the Forgot your password? link.

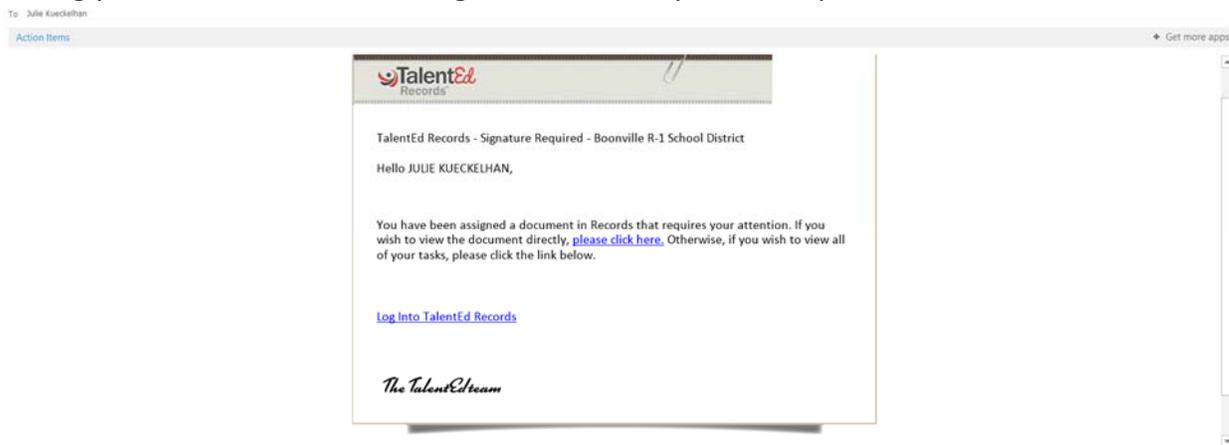
A screenshot of the TalentEd login page for Boonville R-1 School District. The page features the TalentEd logo and the text "Boonville R-1 School District". Below the logo is a white box with the heading "Four Products. One Login." and the subtext "Introducing an easier way to access all of your TalentEd products." There are two input fields: "Username" and "Password", followed by a green "Sign In" button. To the right of the input fields are four product icons: "Discover", "Recruit & Hire", "Perform", and "Records". Below the input fields is a checkbox labeled "Remember username on this computer" and a red-bordered link labeled "Forgot your password?". At the bottom of the white box, there is a small note: "If you are an applicant and have reached this page in error, please go to our Careers Homepage." Below the white box is a blue banner with the SchoolSpring logo and the text "Still have open positions? Enjoy TWO FREE job postings on us!" and a blue button with the text "PROMO CODE: TWOFREE2015".

Type in your school email address and click Send Email. You will soon receive an email with a link to click which will take you to a screen where you will enter a new password. That screen will also tell you the requirements for that password. You can make it be the same as your computer log in if you'd like. (If your computer password meets the requirements.)

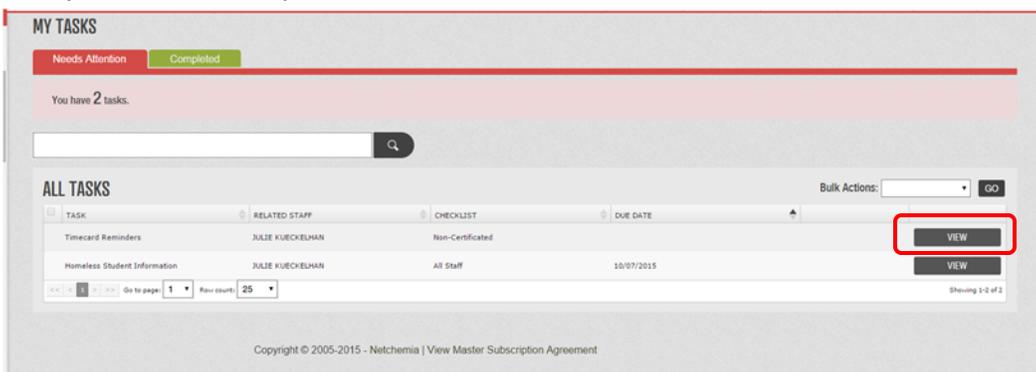
A screenshot of the TalentEd "Forgot your password?" page for Boonville R-1 School District. The page features the TalentEd logo and the text "Boonville R-1 School District". Below the logo is a white box with the heading "Forgot your password?" and the subtext "Enter your email and we will send you instructions for getting your password reset." There is an "Email" input field and a green "Send Email" button. Below the input field is a "Back" link. Below the white box is a blue banner with the SchoolSpring logo and the text "Still have open positions? Enjoy TWO FREE job postings on us!" and a blue button with the text "PROMO CODE: TWOFREE2015".

Checklists and Tasks

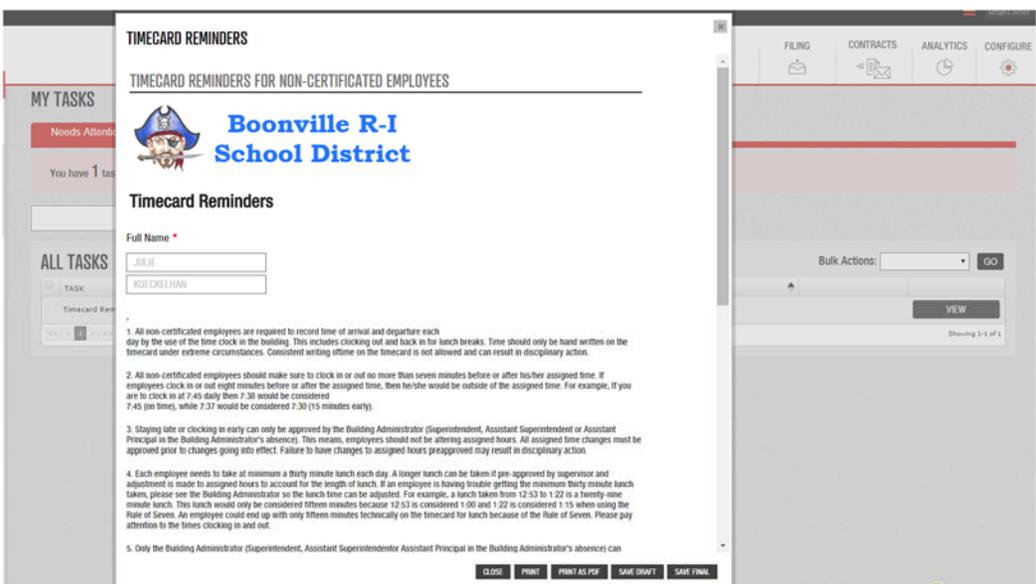
At various times during the year, you may be assigned documents to read and sign. You should get an email letting you know there is something in TalentEd for you to complete.



Log on to TalentEd as usual. On the home screen you will see one or more tasks listed. Click VIEW next to the task you want to complete.



The document that you need to read or complete will show. Fill in any required information and then scroll to the bottom.



Click the box that says Yes. Then click SAVE FINAL. The document will close and the task will no longer be listed in your task list.

The screenshot shows a web interface with a sidebar on the left containing 'MY TASKS' and 'ALL TASKS' sections. The main content area is titled 'TIMECARD REMINDERS' and contains several numbered instructions. Below the instructions, there is a form with a checkbox labeled 'I have read the above form.' which is checked and highlighted with a red box. Below this is a dashed box containing a 'SIGN' section with fields for 'Current User' (JULIE KUECKELMAN), 'Date' (10/15/2015), and 'Signature' (Julie Kueckelman). At the bottom of the form, there is another checkbox labeled 'I have read and accept the Electronic Signature Statement' which is also checked and highlighted with a red box. At the bottom right of the form, there is a 'SAVE FINAL' button highlighted with a red box. The background shows a navigation menu with 'FILING', 'CONTRACTS', 'ANALYTICS', and 'CONFIGURE' options.

Some forms require you to actually sign your name. If that is the case, the document will reappear and you will have to check the box that says “I have read and accept the Electronic Signature Statement” and type your name in the box. Then click SUBMIT.

This screenshot is similar to the previous one, but the 'SIGN' section is more prominent. The 'Signature' field contains the text 'Julie Kueckelman' and is highlighted with a red box. The checkbox 'I have read and accept the Electronic Signature Statement' is also checked and highlighted with a red box. The 'SAVE FINAL' button is no longer visible, and the 'SUBMIT' button is now visible at the bottom of the form. The background navigation menu remains the same.

If a document requires your electronic signature, you will get a second email that tells you a signature is required. It is sent as soon as you click the SAVE FINAL button so if you have already typed your name and submitted the document, you can just disregard that email.

Helpful Reminders

If tasks remain in your ALL TASKS list, you have missed a step or didn't SAVE FINAL. If you open (click on) a blank document just to look at it and click close, it will then show up in your ALL TASKS lists.