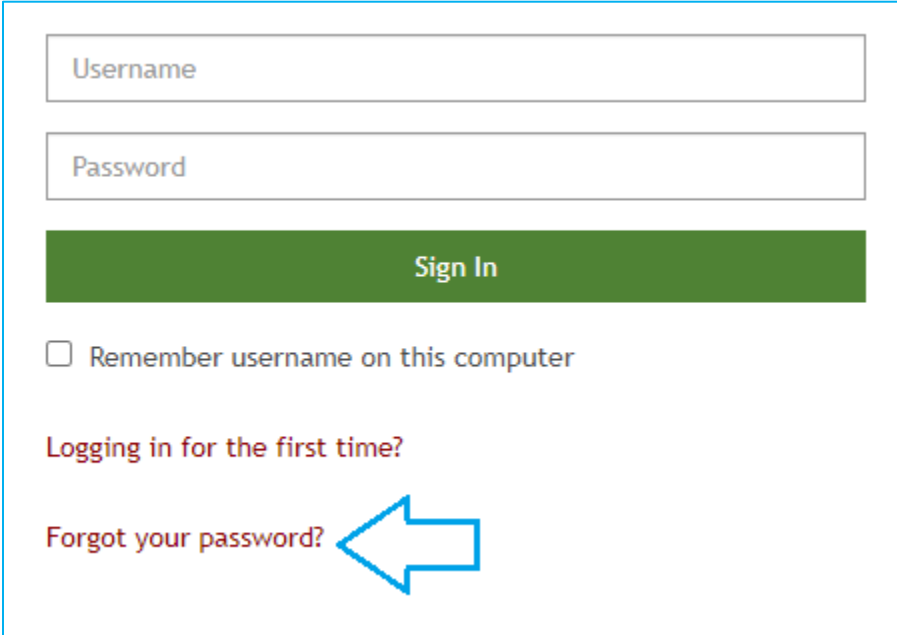


TalentEd Records: Resetting Your Password

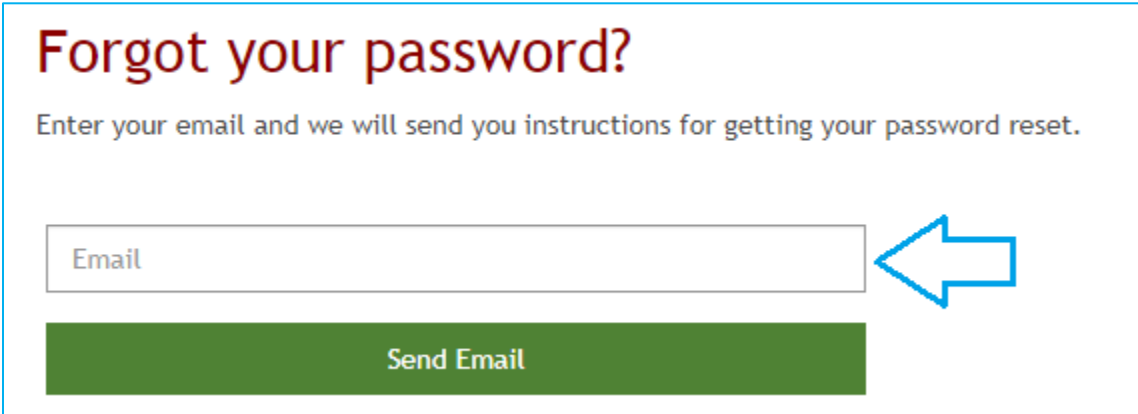
The Elgin ISD Technology Department does **not** manage TalentEd Records accounts. Employees can reset their own passwords using the instructions below.

1. Go to www.elginisd.net
2. Click on the **Staff** tab
3. Scroll down and click on [TalentEd Records](#)
4. At the login page, click on **Forgot your password?**



A screenshot of the login page. It features a white background with a light blue border. At the top, there is a text input field labeled "Username". Below it is another text input field labeled "Password". Underneath the password field is a green button with the text "Sign In" in white. Below the button is a checkbox labeled "Remember username on this computer". Further down, the text "Logging in for the first time?" is displayed in a reddish-brown color. At the bottom, the text "Forgot your password?" is also in the same reddish-brown color, with a blue arrow pointing to it from the right.

5. Enter your [Elgin ISD email address](#) then click **Send Email**



A screenshot of the "Forgot your password?" page. It has a white background with a light blue border. The title "Forgot your password?" is in a large, bold, reddish-brown font. Below the title, the text "Enter your email and we will send you instructions for getting your password reset." is in a smaller, grey font. There is a text input field labeled "Email" with a blue arrow pointing to it from the right. Below the input field is a green button with the text "Send Email" in white.

- You will receive a **Forgot Password Confirmation** screen letting you know an email has been sent to your Elgin ISD email address with instructions to complete the process
- Check your Elgin ISD email account for an email from TalentEd with the subject line Reset Password. This email will contain a password reset link, which is only valid for 4 hours.
- At the **Reset your password** page, enter your Elgin ISD email address, then enter a new password and confirm it. The new password must be at least 8 characters long and should include a special character (ex: @ # \$ % &). Then click **Reset Password**

Reset your password

Complete the following form to continue resetting your password.

Email

Password

Confirm Password

Reset Password

New Password Requirements

- ✘ *Eight characters minimum*
- ✘ *At least one special character*
- ✘ *Not a common internet password*
- ✘ *Confirmed password*

- If successful, you will receive a **Reset Password Confirmation** screen. Then click on the **Click here to sign in** button to go back to the login page and login with your new password

Reset Password Confirmation

Thank you, your password has been reset.

If have any further questions please contact support.

Click here to sign in

- Any other questions can be sent to **TalentEd's customer support** at askpa@peopleadmin.com or call 866-389-1245, option 2

**** REMINDER ****

Every Elgin ISD employee has a district issued email address/account.
Send an email to the Help Desk (helpdesk@elginisd.net) for assistance if an employee does not know their Elgin ISD email address or cannot remember their login password.