

Welcome to Employee Records!

Human Resources has transitioned to **TalentEd Employee Records***, an online records management solution. *Records* have enabled human resources to streamline the employment and onboarding process, allowing individuals to access and complete their required new hire tasks from anywhere and at any time.

HR is now ready to expand its usage of *Records* and begin issuing all employment letters and contracts through this system. When an employment letter or contract is created, the employee will receive an automated email notification from *Records* (*do-not-reply@ted.peopleadmin.com*). Employees can login to *Records* and electronically sign their letter or contract.

Additionally, when an employee needs to find a document or a copy of their contract, they can log directly into *Records* and view their own personnel files. Access controls and security measures ensure employees can only open documents they're authorized to see.

Below are instructions to login to the site for the first time. If you have any questions, please contact the Office of Human Resources.


[Use this link to log in to Records.](#) **Your username is your personal email address.** If you do not have a password, please click the "logging in for the first time" link, and follow the instructions to request a password. Passwords must be a minimum of 8 characters with at least one special character.

Four Products. One Login.

Introducing an easier way to access all of your TalentEd products.

Remember username on this computer



 [Logging in for the first time?](#)

[Forgot your password?](#)

If you are an applicant and have reached this page in error, please go to our [Careers Homepage](#).

*Employee Records is part of TalentEd/Unified Talent/PowerSchool