PERFORM LOGIN INSTRUCTIONS:

1. From www.rvaschools.net select “STAFF”.

2. Select “TalentEd LOGIN”

3. This is the login screen for TalentED
   - Login = Your RPS Employee ID Number
   - Initial Password = changeme! You will be forced to change your password
4. Once logged in, one of the following 2 screens will display. Double-click on the 3 lines and/or choose “GO” to the right of PERFORM

5. This is the INCOMPLETE TASK list in your FOLDER. Select “GO TO FORM”

6. Complete the designated areas of the form. Choose ‘SAVE PROGRESS’ until you are completed.
7. Complete the two questions labelled “EMPLOYEE”. Identify 2 areas where you have performed well and 2 areas where you would like to focus/grow next school year.

8. When form is complete, choose “SAVE AND SUBMIT” at the bottom of the screen. This locks the entered information so it can’t be changed and forwards the form to your manager.