

New Employee TalentEd Addendum

RE: SEEM TalentEd Job Application – Email Login Account to the Employee Portal

Welcome to SEEM! On the accompanying Welcome sheet, you were assigned a SEEM email account <username>[@seemcollaborative.org](mailto:seemcollaborative.org)

When you apply for the SEEM job via TalentEd (<https://seemcollaborative.tedk12.com/hire>) using a personal email account, please note that this will be changed to your SEEM email account within the next 7-10 days. This account will be used to access the [SEEM TalentEd Employee Portal](#)

Accessing the SEEM TalentEd Employee Portal

- TalentEd Employee Portal is available on the SEEM website under 'Staff Links'

The diagram illustrates the navigation path from the SEEM website to the TalentEd Employee Portal. It starts with a navigation menu containing 'Contact Us', 'Staff Links', and 'RE'. A red circle highlights 'Staff Links', with an arrow pointing to the TalentEd logo. Another arrow points from the TalentEd logo to the SEEM Collaborative login page. The login page features the SEEM Collaborative logo and the text 'Four Products. One Login.' Below this, there are input fields for 'Username' and 'Password', a 'Sign In' button, and a checkbox for 'Remember username on this computer'. To the right of the login fields are logos for 'Discover', 'Recruit & Hire', 'Perform', and 'Records'. Below the login fields, there are links for 'Logging in for the first time?' and 'Forgot your password?'. At the bottom, there is a note: 'If you are an applicant and have reached this page in error, please go to our Careers Homepage.' A red arrow points from the text 'If you need to reset your TalentEd Portal password, Click here' to the 'Forgot your password?' link. Below this text is the URL <https://seemcollaborative.tedk12.com/sso/account/ForgotPassword>.

For example:

Jane Smith applies for a SEEM job on TalentEd using her personal email jane0823@gmail.com

Jane gets hired and is assigned a new SEEM email jsmith@seemcollaborative.org

After 10 days, SEEM HR *changes* her TalentEd **username**

from: jane0823@gmail.com

to: jsmith@seemcollaborative.org

Jane now logs in to SEEM TalentEd Portal using her new jsmith@seemcollaborative.org (same password) to access her SEEM Employee portal for trainings and completing other personnel documents.