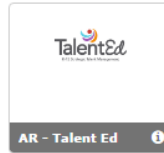


In order to submit a Teacher Transfer Request form:

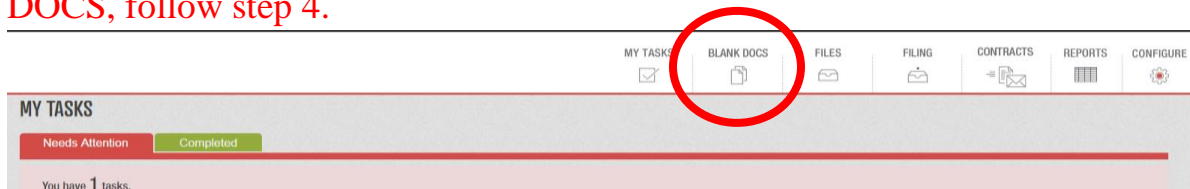
1. Login to Rapid Identity and select the Talent ED icon. Or you can click on

<https://mcallenisd.tedk12.com/sso/Account/Login>

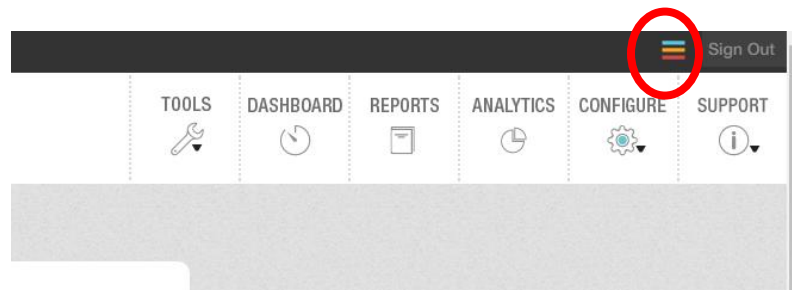


2. Log in using your district email and password initially set. If you forgot your password, click on *Forgot your password?* link so an email can be sent to reset password. If you do not receive the email to reset your password, call Aldo Martinez at 618-6010.

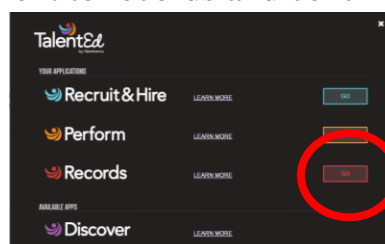
3. Once logged in to Talent Ed Records, you will see the My Tasks screen. Click on the BLANK DOCS icon at the top. **If you do not see BLANK DOCS, follow step 4.**



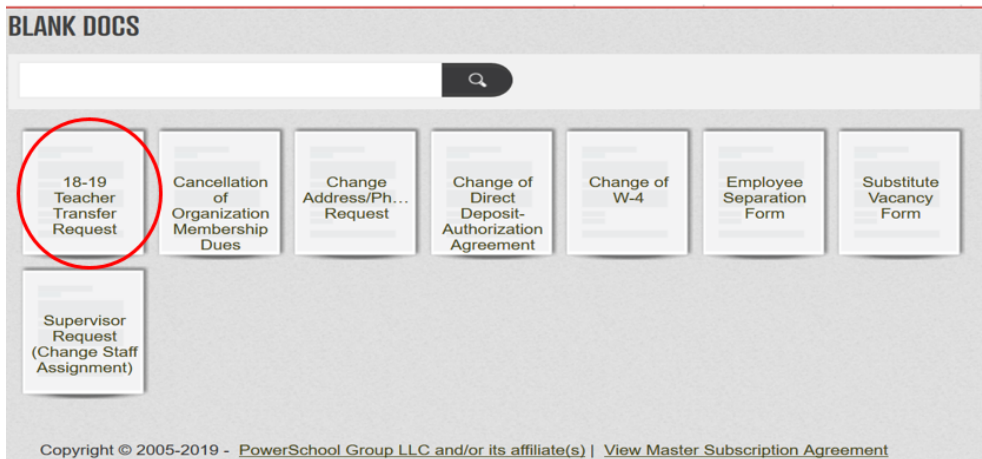
4. To get to **Records** side of TalentEd. Select the 3 bar icon on the upper right-hand side.



Click on **GO** next to records and continue on to number 5.



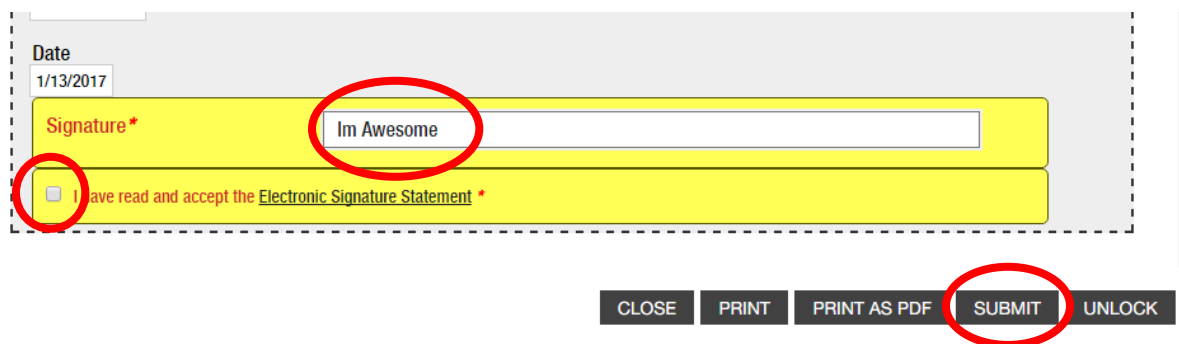
5. Select the Teacher Transfer Request Form.



6. Complete all required information, select I have read and accept the Electronic Signature Statement and select SAVE FINAL. *If it does not allow you to proceed, revise all areas highlighted and complete required blanks.*



7. The Electronic Signature section and workflow will appear. Read and accept the Electronic Signature Statement, type your name in the signature box and select SUBMIT.



If you have any questions or need assistance, please contact Aldo Martinez at (956) 618-6010.