

Lakeland Central School District

## TalentEd Records – Address Change Quick Tips

Our district address change form is now housed on TalentEd Records.

To log on to TalentEd, click [here](#)

If you are logging in for the first time, click on **Logging in for the first time?**

Next, you will enter your district email address and you will be sent an email with a link to set your password in the system.

To complete the Address Change form, follow the below steps:

1. Click on Blank Docs in the bar that runs across the top of the home page.
2. Click on Address Change Form.
3. Fill in the appropriate fields in the form. (You'll see that some fields pre-populate with your information.)
4. Click Save Final.
5. Electronically Sign the document.
6. Click Submit.

Any questions about TalentEd can be forwarded to [humanresources@lakelandschools.org](mailto:humanresources@lakelandschools.org)