

TalentEd Records – Name Change Quick Tips

Our district name 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 Name 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 **Name Change Form**.
3. Fill in the appropriate fields in the form. (You'll see that some fields pre-populate with your information.)
4. **Upload** the required documentation as attachments.
5. Click **Save Final**.
6. **Electronically Sign** the document.
7. Click **Submit**.

Any questions about TalentEd can be forwarded to humanresources@lakelandschools.org