

DIRECTIONS FOR REQUESTING AN EMPLOYEE BADGE

- 1) Log into Talent Ed using your ID and Password. If this is your first time logging in, please click on the highlighted text below (Logging in for the first time?) and follow instructions on creating your password for this account.

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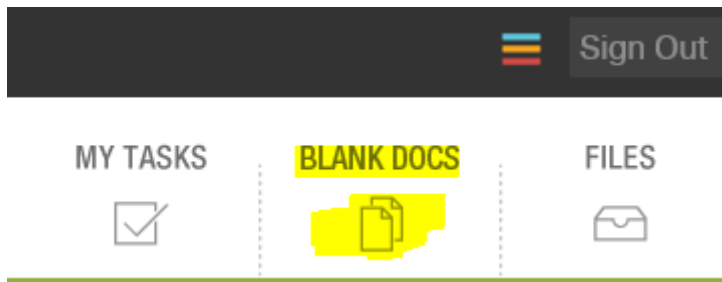
Remember username on this computer

[Logging in for the first time?](#)

[Forgot your password?](#)

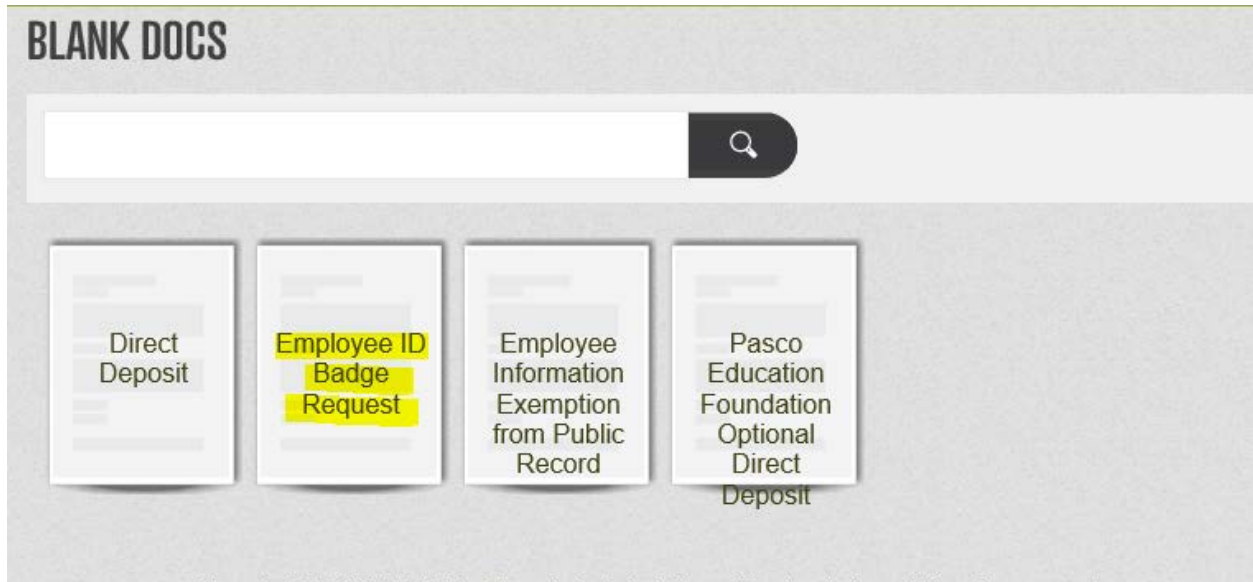


- 2) Once logged in, navigate to the top right hand corner of website and click on "Blank Docs".



- 3) Once you've entered the "Blank Docs" folder, click and select the "Employee ID Badge Request" tab.

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- 4) The step will default to adding a document for yourself. Click and select "Add as an E-Form" button. Complete the form and Save Final.

