

To Access Records Visit:

<https://usd210.tedk12.com/records>

**TalentEd**  
K-12 Strategic Talent Management  
Hugoton Public Schools

**Four Products. One Login.**  
Introducing an easier way to access all of your TalentEd products.

arllet.estrada@usd210.org  
Password  
**Sign In**

Remember username on this computer

[Forgot your password?](#)

If you are an applicant and have reached this page in error, please go to our [Careers Homepage](#).

1

Your Screen will show up like this. Continue to log in using your school email and the password **Hugotonusd210**.  
Make sure the H is Capital and you include the period at the end.

2

Once logged in, your screen will show up like this. You then will proceed to the Blank Docs Tab at the upper top

MY TASKS  
Needs Attention | Completed  
You have 0 tasks.

ALL TASKS  
Bulk Actions: [dropdown] GO  
No data available!

3

You will then click on the pertaining form you will be needing either Field trip request or CCR Form.

**BLANK DOCS**

- BCBS Summary of Benefits and Coverage
- Designation of Beneficiary
- Direct Deposit Agreement
- Field Trip Request Form

4

In many cases once you click on the field trip request form a pop up will open – select Add as an E-Form

**ADD DOCUMENT**

Add a document for myself  
 Add a document for another staff member

How would you like to add this document?

**ADD AS AN E-FORM** **CLOSE**

5

Otherwise, your form should appear and you can go ahead and fill out the information

**FIELD TRIP REQUEST FROM**

FIELD TRIP REQUEST FORM

Today's Date: [input]  
Field Trip Date: [input]

Classes Attending: [input]  
Number of Students: [input]  
Destination: [input]  
Departure Time from School: [input]

**CLOSE PRINT PRINT AS PDF SAVE DRAFT SAVE FINAL**