

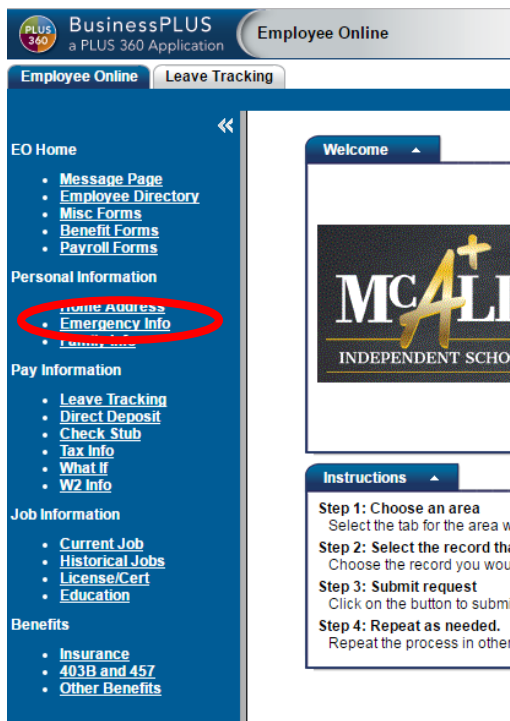
In order to verify and update your Emergency Contact information, please follow these steps:

VERIFICATION:

1. Login to Rapid Identity and select the Sungard – Employee Online application. (sso.mcallenisd.net)



2. Once logged in to Sungard, select the Emergency Info link on the left menu bar.



3. Your list of emergency contacts appears including name, relationship, and phone number(s).

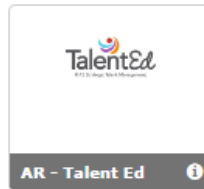
Emergency Contacts				Help
Name	Relationship	Phone 1	Phone 2	
[REDACTED] (PRIMARY)	SPOUSE	(959) [REDACTED]		
No updates allowed online at this time.				

- Click on the hyperlink associated with the name of your emergency contact. This screen shows all information provided for that contact.

- If this information is correct, you are finished. If there is information needing to be updated/changed, please continue onto step #6.

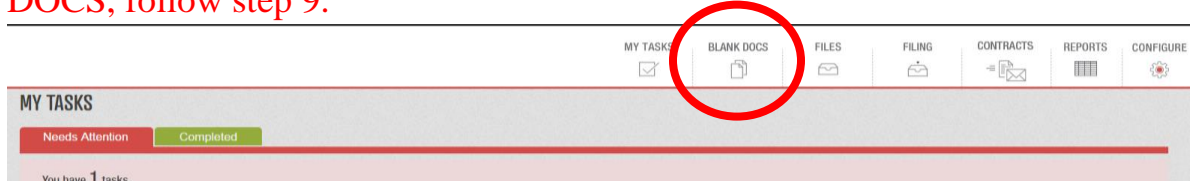
TO UPDATE/MAKE CHANGES:

- Login to Rapid Identity and select the Talent ED icon.

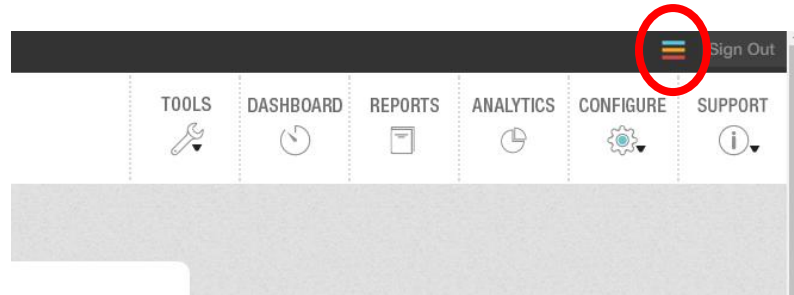


- Log in using your district email and password initially set. If you forgot your password, click on *Forgot your password?* link so an email can be sent to reset password. If you do not receive the email to reset your password, call Josie Tamez at 618-6005.

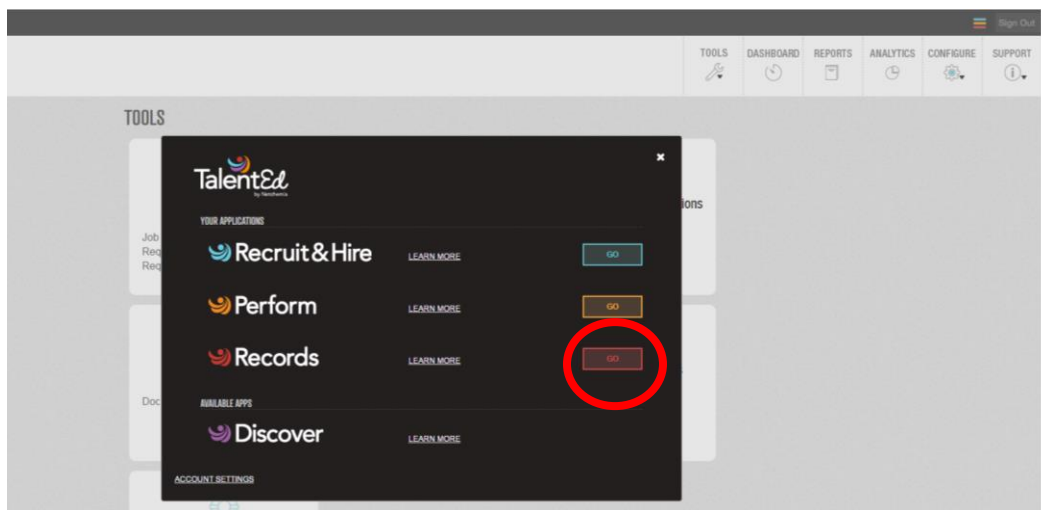
- Once logged in to Talent Ed Records, you will see the My Tasks screen. Click on the BLANK DOCS icon at the top. **If you do not see BLANK DOCS, follow step 9.**



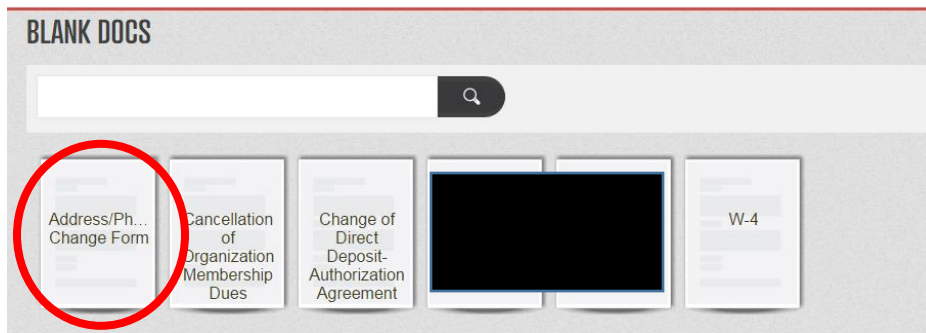
9. To get to **Records** side of TalentEd. Select the 3 bar icon on the upper right-hand side.



Click on **GO** next to records and continue on to number 10.



10. Select the Address/Phone/Name Change Form.



11. Complete all required information with updated data, 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.*

The screenshot shows a form with a 'Date' field containing '1/13/2017' and a 'Signature*' field with a text box containing 'Click Save Final to move onto the signature step to sign the form'. Below the signature field is a checkbox labeled 'I have read and accept the Electronic Signature Statement *'. At the bottom of the form, there are five buttons: 'CLOSE', 'PRINT', 'PRINT AS PDF', 'SAVE DRAFT', and 'SAVE FINAL'. The 'SAVE FINAL' button is circled in red.

12. 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.

The screenshot shows a form with a 'Date' field containing '1/13/2017' and a 'Signature*' field with a text box containing 'Im Awesome'. Below the signature field is a checkbox labeled 'I have read and accept the Electronic Signature Statement *'. At the bottom of the form, there are five buttons: 'CLOSE', 'PRINT', 'PRINT AS PDF', 'SUBMIT', and 'UNLOCK'. The 'SUBMIT' button is circled in red.

This completes the emergency contact update. If you have any questions or need assistance, please contact Josie Tamez at (956) 618-6005.