How to Establish Your *MyTRS* Account

TRS — TEACHER RETIREMENT SYSTEM OF TEXAS

GETTING STARTED

1. Visit the homepage of the TRS website, www.trs.texas.gov, and click "***MyTRS***" located at the top of the screen.

2. On the MyTRS login screen, choose "**Click here to begin the process**." or "**Sign Up**."

3. Read the "**Welcome to *MyTRS***" message on screen and click "**Start**."

Access MyTRS

STEPS TO ACTIVATION

Step 1: TRS Terms and Use
Read the terms and conditions for creating and accessing a *MyTRS* account. Choose "**I agree**" and then click "**Continue**." You must agree to the terms of use to continue moving forward.

Step 2: Verify TRS Member
Verify yourself by entering your personal information. **You must enter this information exactly as it appears in TRS records**. Otherwise, you will not be able to move on to the next step. Pay close attention to the registration tips listed on the screen. After completing the fields, click "**Continue**."
Note: *If you're a new TRS member, please wait 60 days from your date of employment before you register. This will allow time for your employer to provide us your member information to add to our electronic records.*

Step 3: 3rd Party Terms and Use
You will need to complete an additional step to verify your identity. **Please complete the identity verification questions posed by a third-party.** These questions are to ensure that you are who you are claiming and safeguard your information. Select "**I agree**" to continue moving forward with answering the questions.
Note: *The third-party does not have access to your TRS member account nor any membership or benefit information maintained by TRS.*

Step 4: Verify Identification
Answer the multiple-choice questions about yourself. You will have a limited amount of time to submit your answers before the session expires. Once you've answered all the questions, click "**Continue**."
Note: *These questions are securely sourced by a third-party and TRS does not have any personal information for these questions on file.*

Step 5: Verify Email
Enter your personal email and click "**Continue**." An activation code will be sent to the email address you provide.
Note: *We highly recommend you use a personal email address instead of a work email address. If you use a work email address and lose access to it in the future, it will make it difficult to log in to your MyTRS account. Also, the email address you enter must be unique to you. Two or more accounts may not use the same email address.*

Step 6: Create Profile
Enter the activation code that was sent to your email address you provided in Step 5. Complete the remaining security information. Pay close attention to the User ID and Password Rules listed on the screen.
Note: *The User ID you enter must be unique to you. Two or more accounts may not use the same User ID. The password you choose should also be unique to this account and should not be a recycled password you use for other various accounts, such as a bank account.*
Click "Submit."

MyTRS Activation
Your account has been successfully created.
Click "**OK**" to be taken back to the ***MyTRS*** login screen where you can use your new User ID and Password to log in.
Note: *See the MyTRS Multi-Factor Authentication (MFA) instructions for help with the MFA process.*