



## ***Learn how to use the new TRS Reporting Entity Portal***

TRS will conduct training sessions on the new Reporting Entity Portal beginning February 2016. The new Reporting Entity Portal will replace TRAQS and is scheduled to go live in September 2016. Prior to that time, each reporting entity must submit test reports for certification using the new Reporting Entity Portal, to certify that their software company is creating TRS reports that conform to the new file format.

Training sessions will be offered at each Education Service Center and also at the TRS offices in Austin. **One reporting representative from each reporting entity is required to attend the certification training, with the expectation that person will be able to provide the training information to others at his or her reporting entity afterwards.**

Below is a list, by region, showing the dates and times of [scheduled training sessions](#). Please go to the Employer section of the TRS website to enroll. As sessions will be 'hands-on', space is limited in each class. Only those who enroll will be guaranteed a spot in a class.

Sessions are half day, from 8 a.m. – noon and 1 – 5 p.m. Any exceptions to these times and any special instructions for a particular site may be seen through the individual registration link for a location. Reporting entity representatives need to attend only one session even if submitting reports for more than one reporting entity.

**Classes will be held at the TRS offices in the morning and afternoon on the following dates:**

**March 30, April 20, May 11, and June 7**

Classes will also be held at each Education Service Center on dates shown below:

<u>City</u>	<u>Date</u>
Region 1 - Edinburg	May 3 (morning, afternoon) May 4 (morning)
Region 2 - Corpus Christi	May 31 (morning, afternoon) June 1 (morning, afternoon)
Region 3 - Victoria	June 2 (morning, afternoon) June 3 (morning)
Region 4 - Houston	March 7 (afternoon) March 8 (morning) March 9 (morning, afternoon) March 10 (morning) March 16 (morning, afternoon) March 17 (morning, afternoon)
Region 5 - Beaumont	April 14 (afternoon) April 15 (morning)

<b>City</b>	<b>Date</b>
Region 6 - Huntsville	April 19 (morning, afternoon) April 20 (morning, afternoon) April 21 (morning)
Region 7 - Kilgore	April 4 (morning, afternoon) April 5 (morning, afternoon) April 6 (morning, afternoon)
Region 8 - Mt. Pleasant	April 12 (afternoon) April 13 (morning, afternoon)
Region 9 - Wichita Falls	June 7 (morning, afternoon) June 8 (morning)
Region 10 - Richardson	March 21 (afternoon) March 22 (morning, afternoon) March 23 (morning, afternoon) March 24 (morning, afternoon)
Region 11 - Fort Worth	March 29 (morning, afternoon) March 30 (morning, afternoon) March 31 (morning, afternoon)
Region 12 - Waco	April 26 (afternoon) April 27 (morning, afternoon) April 28 (morning, afternoon)
Region 13 - Austin	February 25 (morning, afternoon)
Region 14 - Abilene	June 9 (morning, afternoon) June 10 (morning)
Region 15 - San Angelo	May 9 (afternoon) May 10 (morning, afternoon)
Region 16 - Amarillo	May 16 (morning, afternoon) May 17 (morning, afternoon)
Region 17 - Lubbock	May 24 (afternoon) May 25 (morning, afternoon) May 26 (morning)
Region 18 - Midland	May 11 (afternoon) May 12 (morning, afternoon)
Region 19 - El Paso	May 5 (morning, afternoon)
Region 20 - San Antonio	February 23 (morning, afternoon) February 24 (morning, afternoon)