

## How to Establish Your *MyTRS* Account

Welcome to *MyTRS*! There are a few steps you need to take to establish your new online account.

Let's get started.

From the homepage of the TRS website, go to *MyTRS*.

From here, you may choose "Click [here](#) to begin the process." or "Sign Up."

You'll see a "Welcome to *MyTRS*" message on the screen. Acknowledge you've read the message by clicking "Start."

### Step 1: TRS Terms and Use

Read the terms and conditions for creating and accessing a *MyTRS* account. You must agree to the terms of use to continue moving forward.

### Step 2: Verify TRS Member

Here, you will verify your identity by entering your personal information. It's very important you 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.

### Step 3: 3rd Party Terms and Use

This screen confirms the identifying information you entered matches the information on file with TRS. To further protect your confidential account information and access to your member benefits, 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 to safeguard your information.

Select "I agree" to continue moving forward with answering questions from the third-party. If you do not agree, you may be able to take alternate steps to establish your *MyTRS* account.

### Step 4: Verify Identification

Here, you will verify your identity by answering a variety of multiple-choice questions about yourself.

These questions are securely sourced by a third-party and TRS does not have any personal information for these questions on file. You will have a limited amount of time to submit your answers before the session expires.

As you can see, we do not show these questions on our screen. This is to ensure your personal information and identity stay protected.

### Step 5: Verify Email

Enter your unique personal email address and click “Continue.” Remember, two or more accounts may not use the same email address. An activation code will be sent to the email address you provide.

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.

### **Step 6: Create Profile**

It’s time to create your profile.

First, enter the activation code that was sent to your email address you provided in Step 5. Then, complete the remaining security information.

Expand the User ID and Password Rules on the right side of the screen. Your User ID must be unique to you and your credentials must meet the following criteria. 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.

Now, submit your information.

### **MyTRS Activation**

The next screen will let you know your account has been successfully created.

Click “OK” and you will be taken back to the *MyTRS* login screen where you can use your new User ID and Password to log in.

Congratulations! You’ve successfully created your new *MyTRS* account. Remember, you can always refer to the TRS website for *MyTRS* resources, information about multi-factor authentication and much more. We look forward to sharing the online portal with you so you can easily access your member account information. We hope you find the self-service options to be helpful throughout the course of your career.