

Logging into MyTRS

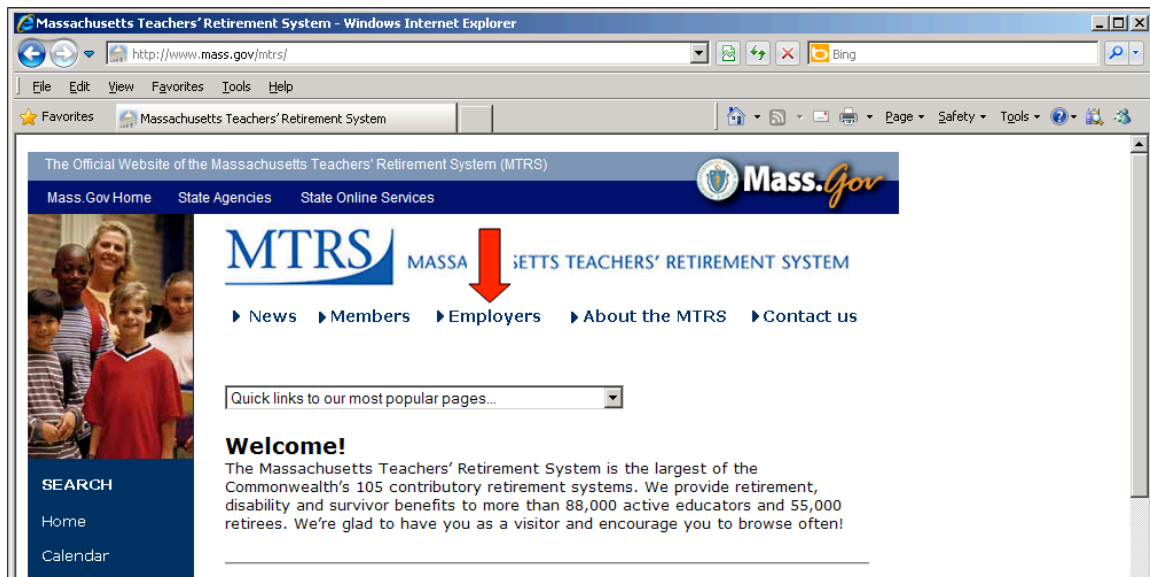
In this guided practice you will learn how to:

- access MyTRS from the MTRS website and
- log into MyTRS for the first time to create a new password and select a security question.

Accessing MyTRS

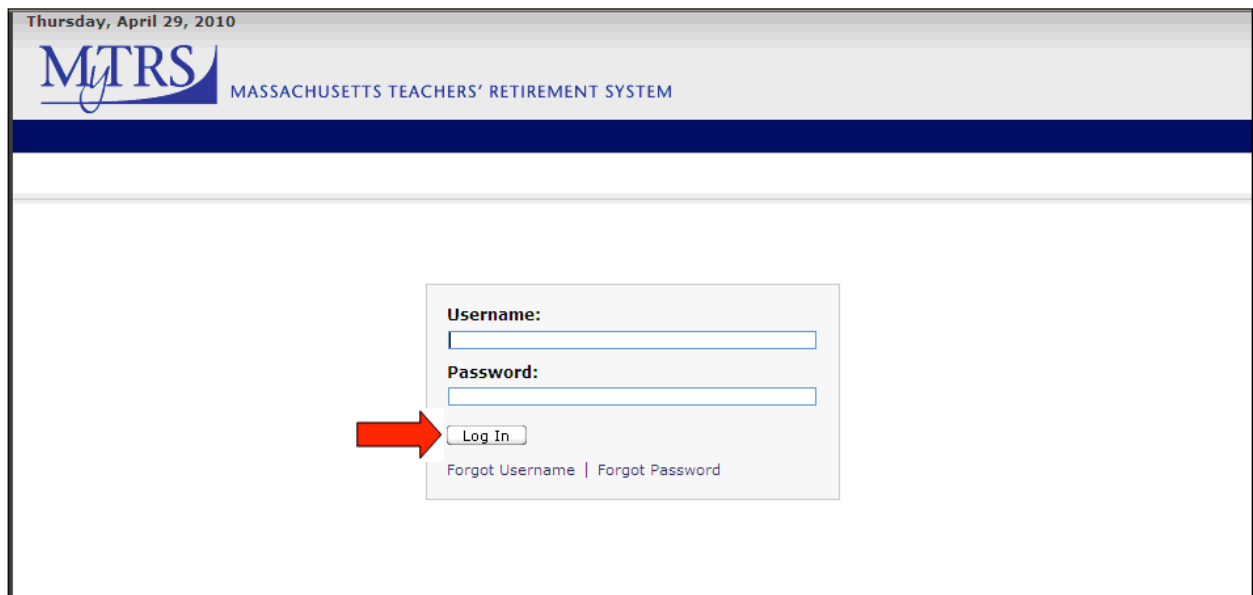
You access MyTRS through the MTRS website. You need a unique username and password to gain access.

- 1) Go to the MTRS website at <http://www.mass.gov/mtrs/>.
- 2) Click **Employers**.



3) Click **Employer login**.

The MyTRS Employer Login window appears.

A screenshot of the MyTRS Employer Login window. The date "Thursday, April 29, 2010" is displayed at the top left. The MTRS logo and "MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM" are at the top. The main content area contains a login form with the following elements: a "Username:" label followed by a text input field; a "Password:" label followed by a text input field; a "Log In" button; and two links, "Forgot Username" and "Forgot Password", positioned below the button. A red arrow points to the "Log In" button.

Logging in to MyTRS for the first time

- 1) Enter your assigned username in the **User** field.
- 2) Enter your **Password**.
- 4) Click **Log In**.

Note When logging in to MyTRS for the first time, you must reset your password, select a security question, and enter or verify your e-mail address.

The Account Settings window appears.

Resetting your password

- 1) Check the **Reset Password** checkbox.

Note In MyTRS, a required field is identified in two ways: by an asterisk, and by a yellow background. When you first open a window, you might not see any fields identified as required. However, once you select a specific task, MyTRS will identify the required fields for that particular task with an asterisk and yellow shading.

- 2) Enter your initial password in the **Old Password** field.
- 3) Type your new, instructor-provided password in both the **New Password** and **Confirm New Password** fields.

The screenshot shows a form titled "Reset Password". At the top right, there is a checkbox with a checkmark inside, which is circled in red. Below the checkbox, there are three password input fields. The first is labeled "Old Password:", the second "New Password:", and the third "Confirm New Password:". Each field has a yellow background and an asterisk (*) to its right, indicating they are required fields.

Follow these password rules when creating your password. Your password is case-sensitive and must contain at least:

- **ten** characters, including **one** of **each** of the following:
 - a capital letter (A, B, C, D, etc.),
 - a numeric character (1, 2, 3, 4, etc.), and
 - a special, non-alphanumeric character, such as @, #, \$, or _ ([underscore]).

Examples: A12345678#, bowLing4\$\$, Western_5cks

Selecting your security question

Select a security question so that, if you forget your password, MyTRS will be able to verify your identity and allow you to reset your password.

- 1) Check the **Reset Security Question** checkbox.
- 2) Select an option from the security question pull-down menu (e.g., “What is your favorite color?”).
- 3) Type the answer to the security question in the **Enter Answer to First Question** field (e.g., Red). This field is case-sensitive.

Note At this time, MyTRS requires you to select just one (the “first”) security question.

Reset Security Question

Select First Security Question: What is your favorite color? *

Enter Answer to First Question: Red *

Resetting your e-mail address

You must enter an e-mail address for two purposes: so we can contact you via e-mail, and so MyTRS can send your username to you in the event that you can’t remember it. If your security administrator has entered an e-mail address for you, it will appear in the **Enter e-mail address** field. If this address is correct, you do not need to do anything in this section. Use this section of the *Account Settings* window to set or reset your e-mail address.

- 1) Check the **Reset Email** checkbox.
- 2) Enter your e-mail address in both the **Enter e-mail address** and **Re-enter e-mail address** fields.

Reset Email

Enter e-mail address: mytrsuser@gmail.com *

Re-enter e-mail address: mytrsuser@gmail.com *

- 3) Click **Save** to update your account settings after all changes are complete or **Reset** to clear your changes from the window.

Reset Email

Enter e-mail address: *

Re-enter e-mail address: *

If you click **Save**, your changes save and the *Home* page appears. A message confirming the changes displays on your *Home* page. If you click **Reset**, click **Home** to return to your *Home* page.

Tuesday, April 13, 2010 | Welcome Lisa Rose I Want To: |

MTRS MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM 4320 JEFFERSON CHARTER SCHOOLS

Home

Messages(1)
The user information has been updated.

Employer Management

- [View Employer Information](#)
- [View/Update Payroll Calendar](#)
- [Review Employer Reports, Billing History & Payments](#)
- [Process Your Online EFT Payments](#)

Your Members

- [View/Update Member Information](#)
- [Register Employee](#)

Import/Export Files

- [Import New System Data](#)

Administration Functions

- [View/Update User Information](#)
- [View/Update Your Password and Other Account Settings](#)

News and Alerts

The MTRS offices are closed on Monday, May 31, 2010 in observance of the Memorial Day holiday.

You have completed this guided practice for logging in to MyTRS.