Retirement Manager: New User Registration

Retirement Manager is the convenient, secure, Web-based access point to manage your HISD retirement plan accounts anytime - anywhere, 24 hours a day, seven days a week. To access Retirement Manager, simply go to: www.myretirementmanager.com.

If you are new to the Retirement Manager website, you will need to register by providing Retirement Manager with your employer name and some information about yourself. To register, click the “I’m a New User” link on the main login page.

A new page appears in your browser requesting that you verify your employer. Begin typing “Houston Independent School District” in the name field; you will not have to type in the entire name as a list will appear, choose “Houston Independent School District” then click on Continue to move to the next step.

A new page appears in your requesting some information from you to verify your identity. Enter the information into the fields; please note that all fields must be filled in before clicking Continue.
A new page appears that will allow you to create your “User Security Profile”. Enter the information into the fields; please note that **all fields must be filled in before clicking Continue. Please write down your USER ID and PASSWORD in a safe and secure place, you will need it every time you log in.**

A new page appears that will allow you to choose a “Security Image” and a title for that image. You will see this image and title on the password page when you log into Retirement Manager. Recognizing this image and title when you log in helps protect your access to Retirement Manager. Click **Continue** to proceed to the final step.

A new page appears that will allow you to choose a two security questions and answers. You should select questions and answers that are easy for you to remember, but not easy for others to guess. Your security question answers are case-sensitive. Click **Continue** to proceed to the confirmation page.

You have now completed the registration process for the Retirement Manager Website. Please remember to keep your User ID and Password written down in a safe place.