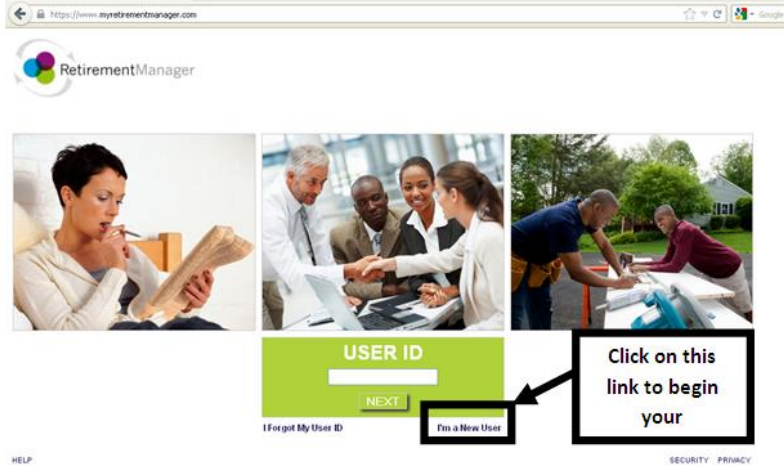


## Retirement Manager: New User Registration

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](http://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.**

RetirementManager

### Security Profile Setup <sup>?</sup>

Step 1: Enter Your User Information

Create a User ID:  [Check Availability](#) **1** Your User ID is required to be 5-25 characters long, and may contain letters (A-Z, a-z) and numbers (0-9). Your User ID is not case sensitive.

Enter Your Email Address:  **2** The email address you enter will be used for password resets.

Confirm Your Email Address:  **3**

Create a Password:  **4** The password must be between 8 and 12 characters in length, and must satisfy all of the following requirements:  
 At least one lower case letter  
 At least one upper case letter  
 At least one numeric digit surrounded by non-numeric characters  
 Please enter your password, then re-enter the same value in the Confirm Your Password box for confirmation and click Continue.

Confirm Your Password:  **5**

Password examples:  
 Two short words separated by a number are acceptable: Nine1one, Day2Week, MONEY4us, BaRgE2In  
 One long word with an embedded number is better: gr8Fully, corDNBed, BizN3ss, readables **6**

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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.

RetirementManager

### Security Profile Setup <sup>?</sup>

Step 2: Select Your Security Image

Select Your Security Image:


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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.

RetirementManager

### Security Profile Setup <sup>?</sup>

Step 3: Answer Your Security Questions

Please select and answer two security questions below. These questions will be used to verify your identity should you forget your password.

Select Security Question One:

Your Answer for Security Question One:

Select Security Question Two:

Your Answer for Security Question Two:

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**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.**