



TEACHERS RETIREMENT ASSOCIATION

Logging into the TRA Website

July 1, 2015

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Introduction

The Teachers Retirement Association *Employer* website was changed on July 1, 2014.

From the TRA website, click *MyEmployer Login*.

The **TRA Online** screen is displayed:

TRA Online

Log On

Please enter your username and password to log on to TRA's secure site.

If a username and password has not already been created for you, please contact TRA at 1-800-657-3669 to request a log on account.

Username: * [Forgot Username](#)

Password: * [Forgot Password](#)

Logon

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Use your TRA-issued Username and your current password to log into the TRA website.

Note: *If a username and password was not already issued to you, contact TRA at 1-800-657-3669 to request a log on account.*

Note: *The Forgot Username and Forgot Password links do not work until you have logged in for the first time and established your security questions. If you have forgotten either, please call TRA for assistance.*

Click the **Logon** button.

Logging in the First Time

After logging in, the following screen is displayed.

You may change your Username or re-use your current Username.

You must enter a password.

- If your current meets the new password requirements, you may re-use it.
- If it does not meet the new requirements, you must create a new password.

TRA Online

Reset Account

Please choose a username to use when accessing this website:

The username you choose must be unique and at least 8 characters long. Special characters are permissible (e.g. !@#\$%^*()_-'*., " {}[])

Enter Username:

Please enter a new password below.

The password you choose must comply with TRA's Password Policy:

1. Must be at least 8 characters long, with maximum of 25 characters.
2. At least three of the following must be included: uppercase letter, lowercase letter, number, special character (e.g. !@#\$%^*()_-'*., " {}[])

Authorized use of your password is the responsibility of each user. We recommend that you do not divulge your password to anyone. TRA will never ask you for your password.

Enter new password:

Re-enter new password:

Save Cancel

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Click the **Save** button.

The login screen is displayed again.

TRA Online

Log On

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If a username and password has not already been created for you, please contact TRA at 1-800-657-3669 to request a log on account.

Username: [Forgot Username](#)

Password: [Forgot Password](#)

Logon

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Enter your Username and password. Click the **Logon** button.

If you are associated with more than one organization, the following screen is displayed. Select the organization you want to access.

Type	Name
Employer	Aitkin - ISD #1
Employer	St Francis - ISD #15
Employer	Hastings - ISD #200

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The TRA terms and conditions screen is displayed:

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Click **Accept**.

If you click **Decline**, you are logged out of the website.

The **Security Questions** screen is displayed.

TRA Online

Save

Select Security Questions

Please select Security Questions from the dropdown fields and provide appropriate answers. These security questions and answers will be used to reset your login information should you forget your password.

Security question #1: What is the last name of your favorite teacher? *

Answer: Johnson *

Security question #2: What is the name of your favorite childhood friend? *

Answer: Greg *

Security question #3: What is your favorite vacation destination? *

Answer: Mexico *

Save Cancel

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If you need to reset your username or password in the future, you will be able to do so by answering one of the security questions. No need to call TRA!

Select a question and provide an answer. The criteria are:

- The questions cannot be repeated and your answers cannot be repeated; they must be unique
- The answer to the question must be minimum of 5 characters in length.

Note: Write down the questions and answers for future reference!

Click the **Save** button.

Log into the TRA Employer Home Page

The home page is displayed:

TRA

shail test My Profile Logoff

Home Leaves Payroll Reporting Inquiry

Welcome Page

00100 | Wrenshall - ISD #100

Outstanding Tasks

Status	Task	Priority	Due Date	Assigned To	TRA No	Employee
Ready	Re-enroll Part-time Progr	Normal	9/1/2015		264090	Deleon, Desi

Selection Menu: Home



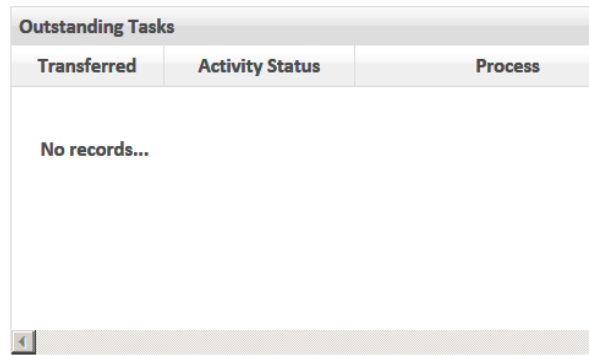
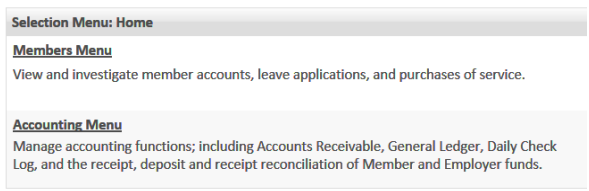
[Leaves](#)

[Payroll Reporting Menu](#)
View and manage employer Annual Base Salary, Demographics, EFT Payments, Payroll and Payroll Submissions

[Inquiry Menu](#)
View miscellaneous member account details

The Workspace

The following table describes the home page:

Link or Button	Description
	<p>This is your menu bar. Access to the website functions is controlled by roles. Therefore, each role (business manager, human resources, payroll processor, reporting, etc.) will see different functions on this menu bar.</p>
	<p>These tabs are the same for all roles. They contain</p> <ul style="list-style-type: none"> • Your name • Access to your profile • Ability to switch to a different organization (if you are associated with more than one account) • The Logoff function
	<p>This area shows outstanding tasks identified by TRA for that organization, such as missing or late leave certifications or annual base salary reports. The order of the columns may be changed by clicking and dragging the column header to a new position.</p>
	<p>This menu duplicates the functions on the menu bar. In addition, it describes the functions for that menu. Again, each role (business manager, human resources, payroll processor, reporting, etc.) will see different functions in this area.</p>