How to Register in miAccount

For Public School Employees

Department of Technology,
Management and Budget

These instructions are to help you successfully register with miAccount. You can use miAccount if you work for, used to work for, or are retired from a participating Michigan public school.

You Will Need
• Your Member ID number • Your email address • Your social security number • Your date of birth • Access to our website at www.michigan.gov/orsmiaccount

Registration is 3 easy steps

Go to www.michigan.gov/orsmiaccount and select the Public School Employees Retirement System. Next, click on the **Register Now** button. You be shown the three simple easy steps for registering in miAccount. Click the **Continue** button to begin the steps.

1. Read and agree to the *Michigan Security Policy*.

2. Validate your identity.
   You'll need your Member ID to do this. Your Member ID is a unique number assigned to you by ORS. You can find it on most correspondence you receive from our office. Or you can request it through the miAccount Message Board. Click on **Contact miAccount** *at the top of the page to request your Member ID.*

3. Create your user name and select your security questions.
   You decide your user name. You'll use it every time you log in to miAccount. It must be 8 to 20 characters with no spaces or special characters like #, !, &. Your security questions are used in case you forget your password. They let us know it's really you.

You are now registered. You can click on the **Continue** button to view your personal account.

Resources

miAccount Registration Process online tutorial

Need more assistance to register? You can watch a step-by-step video of the miAccount registration process. Go to www.michigan.gov/orsmiaccount, find the **Register for miAccount** heading and click on the link to the video. It's located right below the heading.