



Department of Technology,  
Management and Budget

# How to Register in miAccount

## For Public School Employees

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](http://www.michigan.gov/orsmiaccount)

### Registration is 3 easy steps

Go to [www.michigan.gov/orsmiaccount](http://www.michigan.gov/orsmiaccount) and select the Public School Employees Retirement System. Then 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.*

NEXT: We will email you a temporary password, usually within 15 minutes. Fair warning, it is a monstrous, clunky thing because we care about securing your information. No worries, once you're in miAccount, you can create your own personal password.

### 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](http://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.