



# PATHWAY

## Registration Instructions

You'll need	Your current email (which must be on file at TRS)
	Your TRS ID (on statements, correspondence)

1. Go to Pathway at <https://mss.trs.ky.gov/>
2. To begin registration – Click “**Register**”
3. Enter your TRS ID (keep it handy as you will need to type this again later) and last four digits of Social Security number – Click “**Register**”
4. An email with a **temporary password** has been sent to the email address you have on file with TRS. Open the email and copy the password. You may click the link in the email to return to Pathway.
5. Click “**Login**”
6. Type your **TRS ID** (omitting dashes) – Click “**Next**”
7. Paste or enter **temporary password** – Click “**Verify**”
8. You're told the temporary password has expired and are asked to enter a **new password** – Enter and reenter a new password and click “**Change Password**”
9. Click to select how you want to verify your identity, by email or phone. (If phone, then select voice call or text.) Then click the next link shown to be sent a verification code (codes expire in five minutes)
10. This step depends on the option chosen:
  - If you selected email, open the email and either
    - click the link in the email **or**
    - copy verification code and then, where Pathway is open, click “enter a verification code instead,” paste or enter the code and click “**verify**”
  - If you selected phone, enter the security code in the box and click “**Verify**”
11. Check the “**I agree to the above terms of use**” – Click “**Continue**”

**You have completed registration for Pathway.**

**For future access after registering, log in by entering your TRS ID, password and steps 9 and 10.**

- *If you previously registered for Pathway, the process has changed to improve security. Previous users need to reregister once using the steps above.*
- *Can't find your TRS ID? Call 800-618-1687 during business hours.*