

**Introduction**

This interactive lesson plan uses the *myCalSTRS* fact sheet to help the presenter explain the information and resources available on *myCalSTRS*.

**Objective**

- New and potential educators will expand their knowledge by learning:
- About *myCalSTRS* and how to manage their account information.
  - Where to find the *myCalSTRS is...* video and other online resources.

**Activity 1**

**Tools**

Computer, laptop, or smartphone  
  
*myCalSTRS is...* video

**Instructions**

- ▶ Explain there are short educational videos at [CalSTRS.com/videos](http://CalSTRS.com/videos).
- ▶ Play the *myCalSTRS is...* video for the educator.
- ▶ Answer questions.

**Time**

3 minutes

**Activity 2**

**Tools**

myCalSTRS fact sheet

**Instructions**

- ▶ Introduce the *myCalSTRS* fact sheet.
- ▶ Explain that registration is easy.
- ▶ Review and explain these three sections:
  - Currently Working?
    - Personal information and one-time death benefit recipient designations can be updated through *myCalSTRS*.
    - Annual *Retirement Progress Reports* can be viewed through *myCalSTRS*—posted every year in mid-September.
      - ❖ Encourage the educator to review their service credit balance every year to ensure the employer reported their service correctly.
      - ❖ Let the educator know they are responsible for ensuring their CalSTRS records are accurate.
      - ❖ Advise the educator to contact their employer if there is a discrepancy.
    - The educator can send secure online messages to CalSTRS through their *myCalSTRS* account.
  - Connect With Us on Social Media
    - CalSTRS has an active social media presence.
    - Encourage the educator to engage with CalSTRS on social media to stay up to date on news, workshops and events.
  - Go Online. Save Time.
    - There are other websites provided by CalSTRS listed in this section.

**Time**

2 minutes

**Additional  
Resource**

- ▶ *Your CalSTRS Retirement Progress Report* video

**Action Item**

- ▶ Encourage the educator to register for a myCalSTRS account soon.