

Using the Secure Employer Website

This job aid provides you with step-by-step instructions on using the Secure Employer Website. Specifically, how to register and activate your account to become a user in the Secure Employer Website, how to login to the Secure Employer Website, and lastly how to navigate around the Secure Employer Website.

Revised: 09/24/2025

Registering and Activating Your Account

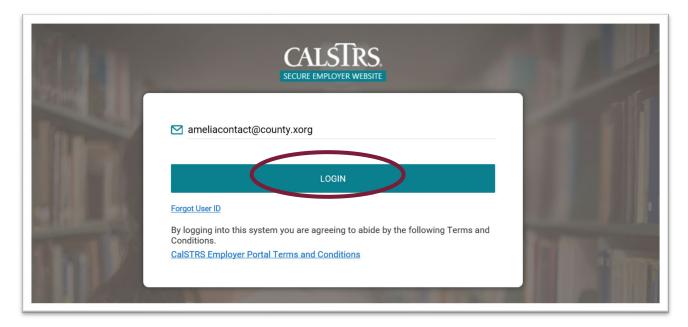
Step 1:

Open the registration email you received. Click on the **Secure Employer Website** link.

Note: You will receive the registration email in your email only after your employer administrator has registered you in the Secure Employer Website.

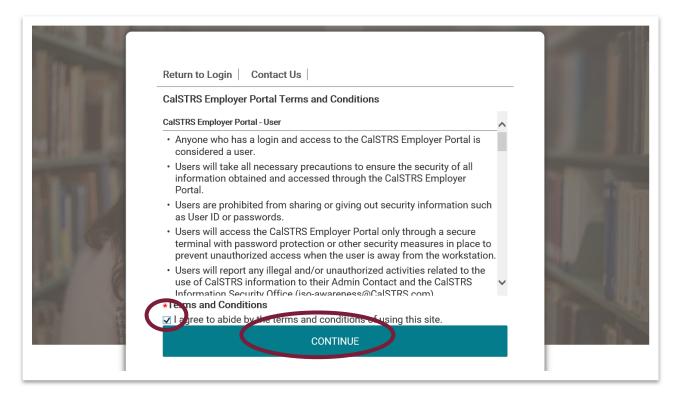
Step 2:

The Secure Employer Website will display. Enter your email address and click Login.



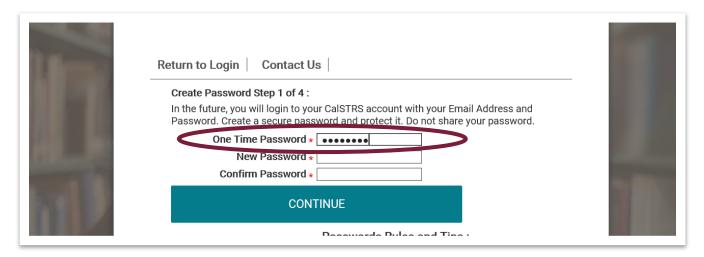
Step 3:

The CalSTRS Employer Portal Terms and Conditions screen will display. Click the radio checkbox next to "I agree to abide by the terms and conditions of using this site." Click Continue.



Step 4:

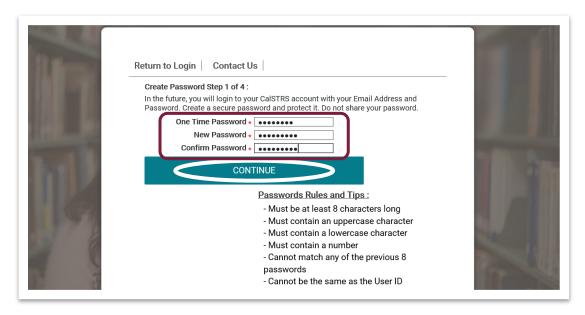
The **Create Password** screen will display. Enter the **One Time Password** that was provided in the registration email.



Step 5:

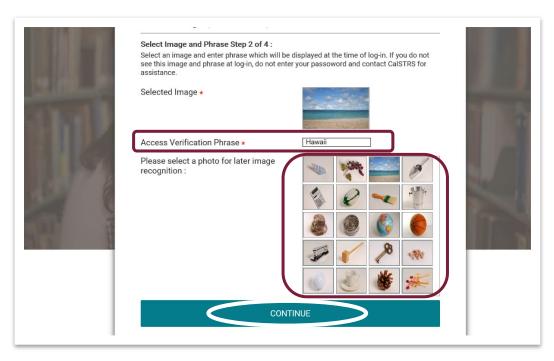
Create a new secure password. Input the password into the **New Password** and **Confirm Password** fields. Click **Continue**.

Note: The system will not allow you to continue if your password doesn't meet the system requirements under **Passwords Rules and Tips**.



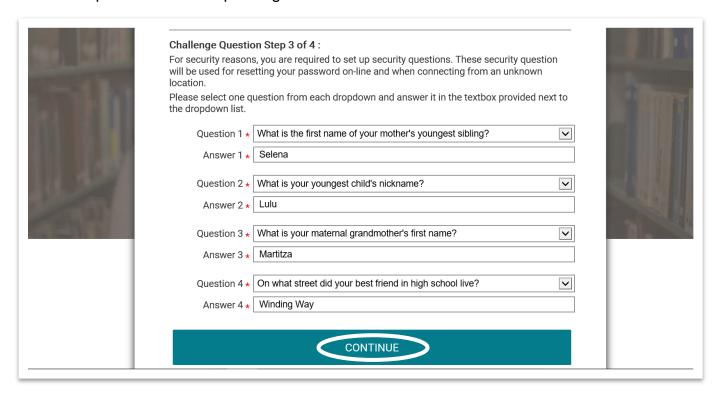
Step 6:

The **Select Image and Phrase** screen will display. Select an **Image** and enter an **Access Verification Phrase**. Click **Continue**.



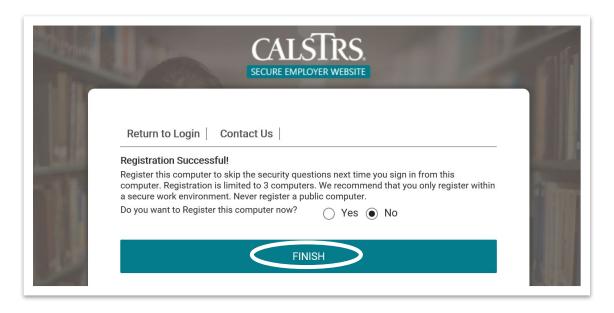
Step 7:

The **Challenge Question** screen will display. Select security questions from the dropdown menus and provide the corresponding answers. Click **Continue**.



Step 8:

The **Registration Successful** screen displays. If you are completing the registration on a computer you are using for your day-to-day work, consider registering your computer. Click **Finish.**



Step 9:

The Secure Employer Website Dashboard displays. You've successfully registered for the Secure Employer Website.





Logging Into the Secure Employer Website

Step 1:

Navigate to sew.calstrs.com for Secure Employer Website (Production). If you need to access the **Employer Readiness Environment (Non Production)**, navigate to Employer Support Portal at: https://employersupport.calstrs.com. Click Employer Readiness Environment (Non Production).

Step 2:

The **Login** screen will display. Enter the email address you used during registration. Click **Login**.



Step 3:

The **Secure Access** screen will display. The image and secure access verification phrase that you selected during registration should display. Enter your **Password** and click **Continue**.

Note: If you do not see the image and secure access verification phrase you selected during registration, click **Return to Login**. You have entered the wrong email address.



Step 4:

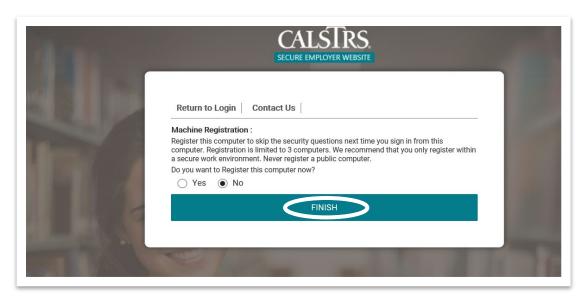
The **Verify Challenge Questions and Answers** screen will display. Enter the answers you provided during registration. Click **Continue.**



Step 5:

The **Machine Registration** screen will display. To eliminate the step of answering your security questions each time you login, consider selecting the radio button for **Yes** to register the computer. Click **Finish**.

Note: The **Machine Registration** screen will only display if you didn't register your computer during the registration process.



Step 6:

The Secure Employer Website Dashboard displays. You've successfully logged into the Secure Employer Website.



Navigating the Secure Employer Website

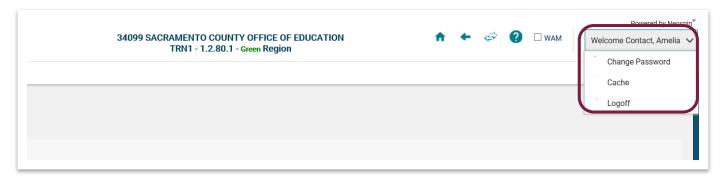
Secure Employer Website Dashboard

Allows you to navigate within the system using a variety of links found on the screen. At the top of the screen your **Organization Code** and **Organization Name** displays.



Welcome Menu

The welcome menu in the top right corner of the Secure Employer Website provides you with options to change your password, clear your cache, or logoff of the Secure Employer Website.



Toolbar Menu

The toolbar menu has five components.



The **Home** icon, when clicked, takes you back to the employer dashboard.



The **Previous** icon, when clicked, takes you to the last screen you were on.



The **Select Agency** icon that allows you to switch between the different employer organizations you have access to.



The **Online Help** icon, when clicked, displays information about the current screen you're on.



The WAM Radio Checkbox, when clicked, will enable Web Accessibility Mode (WAM).



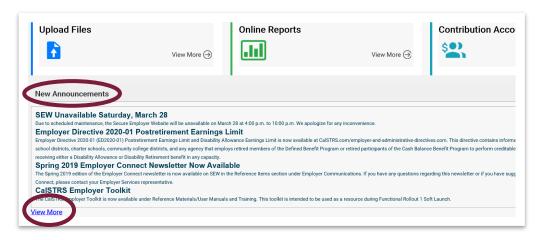
Breadcrumb Navigation Bar

The breadcrumb navigation bar displays screens that you previously viewed. When you click the **X** on the navigation bar, you will return to the previous screen. You may also click the teal **screen names** to return to a specific screen.



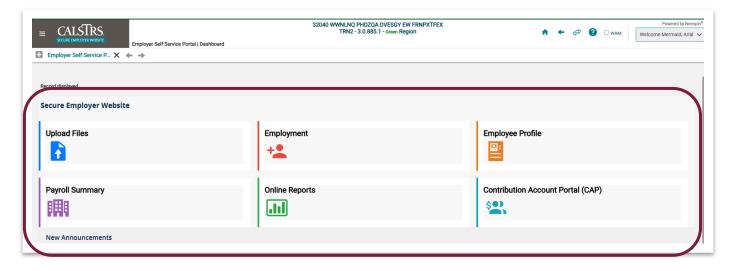
New Announcements

This panel can be found at the bottom of the dashboard on the Secure Employer Website. It displays one-way communications sent by CalSTRS to all employers with information that you need to be aware of. It automatically shows the four most recent announcements. To see more, click the blue hyperlink for **View More**.



Quick Links

On the dashboard, there are quick links that take you to screens associated with employment transactions, employee profile information and employer organization profiles. As well as quick links to upload files, view online reports and access the Contribution Account Portal.



Panels

These can be found within the various screens you access. You can click the arrow in the right corner of the panel to expand or collapse them on the screen if you want to see more information or less information.

