South Dakota Board of Regents

Retirement Manager Guide for Logging In

**FIRST TIME USERS**

- Go to: [http://snap.sdbor.edu](http://snap.sdbor.edu)
- Log in just as you do to fill out your time-sheet
- Click on the “My Benefits” tab at the top of the screen
- Click on the “Retirement Manager” link, under the Retirement channel - (a new window will open)
- Click on the “I’m a New User” link in the upper right-hand corner
- Choose your group (South Dakota Board of Regents) from the drop-down list
- Enter your Last Name, Date of Birth, User ID*, and the last four digits of your SSN. Click the Submit button
- You will be asked to enter a new password, once the new password has been entered, click the Enter button
- Read through the terms of use and click “I Agree” and then click the Continue button
- You will be redirected to the Retirement Manager Home Page

**ONGOING ACCESS**

- Go to: [http://snap.sdbor.edu](http://snap.sdbor.edu)
- Log in just as you do to fill out your time-sheet
- Click on the “My Benefits” tab at the top of the screen
- Click on the “Retirement Manager” link, under the Retirement channel - (a new window will open)
- Log in using your User ID*, and the password you set up the first time you logged in

*Your User ID is the same ID you use to log into SNAP, YourFuture, etc. It is your first initial, middle initial and last name.
Example: nrogan

Use the tabs at the top of the page to: Enroll and Make Changes, Find forms for Disbursements, Review Contributions and Account Balances, Plan for Life Events, Use the Financial Tools provided as well as view other Financial Education sources.