**Open Enrollment Quick Sheet**

**CY 2017**

* Open a web browser and go to the Holy Cross homepage
* Click on the Faculty and Staff link at the top of page
* Choose “Human Resources Self Service” from the links on the left side of the page
* Log in using your regular network user name and password
* Navigate to Main Menu/My Self Service/Benefits/My Open enrollment
* Make your selections (Note: There are new options this year)
* View notices as required
* Click Submit
* Enter your password again to digitally sign the document
* Print the Confirmation page

***NOTE: If using a Mac, the preferred browsers are firefox and safari. Chrome is not supported on the Mac.***

***Open Enrollment Assistance***

***Hogan 410***

***Friday, October 28 2 – 4 PM***

***Wednesday, November 2 9 – 11 AM***

***Tuesday, November 8 2 – 4 PM***

***Thursday, November 17 9 – 11 AM***

***Tuesday, November 22 9 AM – 3 PM***

***Kimball Dining Hall***

***Thursday, November 3 10 AM - 1 PM***

***Wednesday, November 9 10 AM – 1 PM***

***Tuesday, November 15 10 AM - 1PM***