

## Open Enrollment Quick Sheet

- 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 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 if desired. (A confirmation email will be sent to you.)

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