**Open Enrollment Quick Sheet**

**CY 2018**

* 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.***

***Open Enrollment Assistance Dates and Times***

***HOGAN 410 – Computer Lab***

***Tuesday 10/24/2017 9AM – 11AM and 2PM – 4PM***

***Friday 11/03/2017 2PM – 4PM***

***Wednesday 11/15/2017 9AM – 11AM and 2PM – 4PM***

***Tuesday 11/21/2017 11AM – 2PM***

***KIMBALL DINING HALL***

***Tuesday 10/31/2017 10AM – 1PM***

***Wednesday 11/08/2017 10AM – 1PM***

***Friday 11/17/2017 10AM – 1PM***

***LOYOLA***

***Wednesday 10/25/2017 2PM - 4PM***

***STEIN***

***Thursday 11/09/2017 10AM - 12PM***