



# University of Colorado

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## EMPLOYEE SERVICES

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[Home](#) > Benefits Enrollment tool: step-by-step instructions

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## Benefits Enrollment tool: step-by-step instructions [1]

### Step 1: Go to the portal

Access your campus portal at [my.cu.edu](http://my.cu.edu) [2]. Select your campus from the drop-down list, then enter your user ID and password. For campus-specific assistance with your user ID and password, click [here](#) [3].

**Login to your Campus or System portal**

My Campus:

Username:

Password:

Public or shared computer  
 Private computer

[Login Help](#)

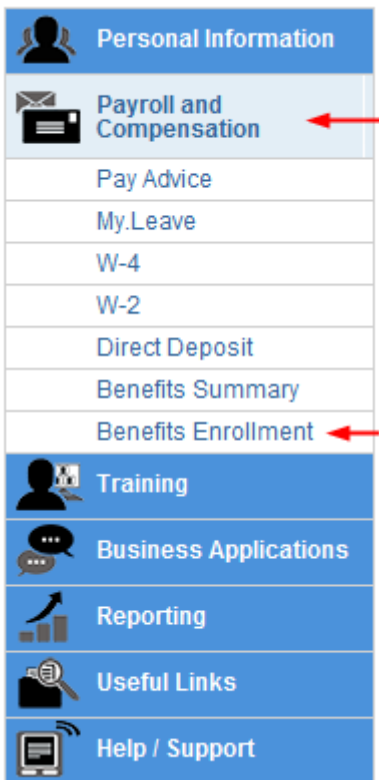
**University of Colorado - System:**  
**UIS Scheduled Maintenance Alert - 3/16/2014**

All Production Systemes will be unavailable between 6:00 AM and 6:00 PM MDT on Sunday, March 16th.





### Step 2: Find the Benefits Enrollment link in the menu.

Once you have logged in to the portal, click "Payroll and Compensation," then "Benefits Enrollment."



**Step 3: Click 'Select' to begin.**

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
New Hire / Newly Eligible		03/24/2014	Open	Health Care Professional	

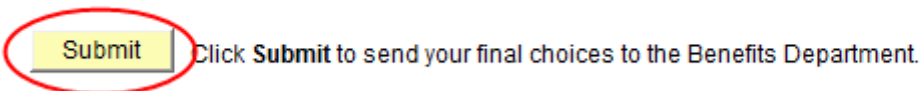
**Step 4: Choose your plans.**

All benefits plans that you are eligible for will be listed. Click "Edit" to enroll or change benefits plans.

Enrollment Summary			
<b>Edit</b>	<b>Medical</b>	Before Tax	After Tax
Current: No Coverage			
New:	Exclusive Before Tax:EEOnly	26.17	
<b>Edit</b>	<b>Dental</b>	Before Tax	After Tax
Current: No Coverage			
New:	Delta Dental PPO Before Tax:EEOnly	17.04	
<b>Edit</b>	<b>Vision</b>	Before Tax	After Tax
Current: No Coverage			
New:	Vision Before Tax:EEOnly	6.17	

### Step 5: Click the 'Submit' button.

After you have made all of your elections, make sure to click "Submit" to complete your enrollment.



**i** Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.

### Step 6: Review your benefits

Once you submit your enrollment, you may review your selections through the portal's Benefits Summary. It's located directly above the Benefits Enrollment link. To view your new elections, enter the effective date of your benefits enrollment in the date field and press the "Go" button. Remember, the effective date of your Flexible Spending plans is the first of the month following the submission of your enrollment.

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**Source URL:** <http://www.cu.edu/employee-services/benefits-enrollment-tool-step-step-instructions>

**Links:**

- [1] <http://www.cu.edu/employee-services/benefits-enrollment-tool-step-step-instructions>
- [2] <http://my.cu.edu>
- [3] <http://www.cu.edu/employee-services/benefits-enrollment-tool-get-your-username-and-password>