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EMPLOYEE SERVICES

Published on *University of Colorado* (<http://www.cu.edu>)

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Benefits Enrollment Tool: Step-by-step instructions ^[1]

How to use the benefits enrollment tool:

Step 1: Log in to the portal.

Access your campus portal at my.cu.edu ^[2], select your campus, and enter your username and password. You may also find [campus-specific assistance with your user ID and password](#)

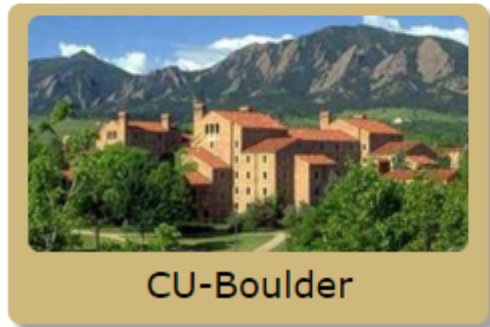
^[3].



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Click on your campus to log in.



The CU Resources area of the portal is changing. Watch this 90-second video.

When the Elevate project debuts, the CU Resources area of the employee portal is getting a major upgrade. These changes affect everyone as you submit timesheets, track vacation and sick leave, see your paycheck, check your benefits and more. We want to make sure there are no surprises, so we've created resources showing you these changes.

[Watch this 90-second video](#) to get a sneak peak of the new portal design.

Here are some major improvements you can expect:

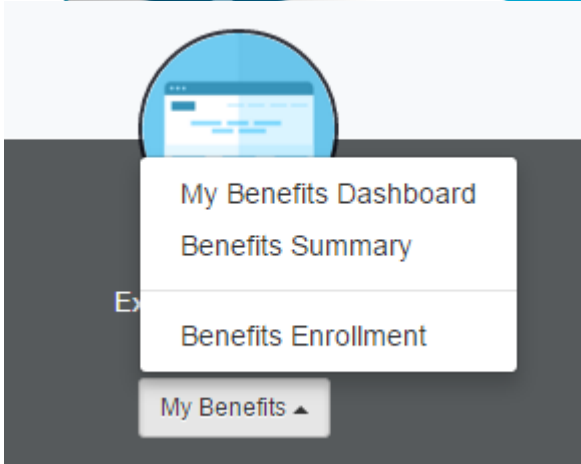
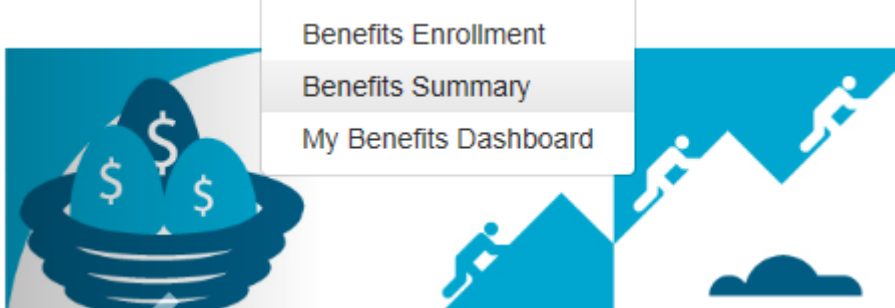
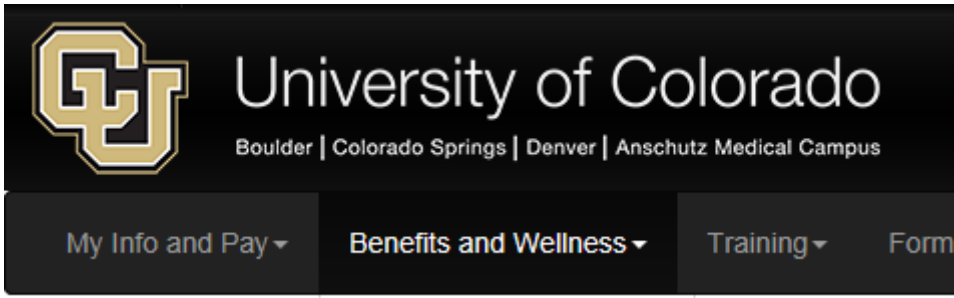
- A horizontal menu bar improves the navigation experience.
- A new tile layout shows you information at a glance.
- MyLeave will be redesigned to be more user-friendly and won't use Flash. That means MyLeave works better on more devices.
- The new benefits dashboard summarizes your benefits information in a clear and concise manner.

As we get closer to launching this new design, we will have additional information about the changes you will see. [Stay up-to-date with the latest information on our website.](#)



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

Once you have logged in to the portal, select the CU Resources tab. (Don't see any tabs? The CU Resources area is your home page.) You can then select "Benefits Enrollment" from the "My Info and Pay" horizontal menu bar, or from the "My Benefits" tile on the screen.



Step 3: Click 'Select' to begin.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
New Hire / Newly Eligible	<i>i</i>	09/01/2016	Open	Business Services Professional	Select

Step 4: Choose your plans.

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

Benefits Enrollment

New Hire / Newly Eligible

You have 31 days from your date of benefits eligibility to enroll or waive your coverage. If you fail to enroll or waive your coverage within the deadline, you will be defaulted into an employee only health and dental plan. Once you submit your elections, or you are defaulted, your elections will remain until the next Open Enrollment period. You may not make any changes to your elections, unless you experience a qualified family status change.



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

Enrollment Summary

Edit	Medical	Before Tax	After Tax
	Current: No Coverage		
	New: High Deductible After Tax:EEOnly		0.00
Edit	Dental	Before Tax	After Tax

Edit	Health Care Flex Spending	Before Tax
	Current: No Coverage	
	New: Waive	0.00
Edit	Dependent Care Flex Spending	Before Tax
	Current: No Coverage	
	New: No Coverage	
Edit	Health Savings Account	Before Tax
	Current: No Coverage	
	New: HSA - High Deductible Before: \$500.00	41.67

Step 5: Click the 'Submit' button.

After you have made all of your elections, make sure to click "Submit" twice to complete your enrollment. A message will appear that all benefit choices have been successfully submitted to the Benefits Department.

I authorize the University of Colorado to deduct the necessary premiums, if any, from my paycheck or me directly.

Select the **Submit** button to submit your final choices.

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.

Is your web browser compatible with the Benefits Enrollment Tool?

If you're using the following UIS-recommended browser...	Chrome <small>[4]</small>	Firefox <small>[5]</small> (Recommended for Mac OS X)	Internet Explorer (IE) <small>[6]</small> (Recommended for Windows PC)
Make sure your browser version is... (recommended versions in bold)	47, 48 or 49	43, 44 or 45	11.x

Not sure which browser version you're using? Visit www.whatismybrowser.com [7].

Note: If your web browser is out of date, we recommend downloading the correct version directly from the organization by clicking the browser names within the table above.

Groups audience:

Employee Services

Right Sidebar:

ES: Benefits Contact

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>
- [4] <https://www.google.com/chrome/browser/desktop/>
- [5] <https://www.mozilla.org/en-US/firefox/new/>
- [6] <https://support.microsoft.com/help/17621>
- [7] <https://www.whatismybrowser.com/>