



# How To Access Your Campus Benefits

1. Go to <https://connect.campusbenefits.com/>
2. Select **Campus Connect**, under **Employee Login**:
3. Already have an account?
  - Enter your **User Name**
  - Enter your **Password**
4. **Password help?** Click on **Reset Password** (located below the **LOGIN** button)
5. New User?
  - a. Click on **"New User Registration"**, then enter:
    - b. **First Name**
    - c. **Last Name**
    - d. **Company Identifier**: Please refer to your **2018 Open Enrollment Guide**
    - e. **Last 4 Digits of SSN**
    - f. **Birth Date**
    - g. Click **"Next"**
    - h. Create **Username and Password**, then click on **"Register"**
6. On the next page, it will show you your selected **User Name**, underneath click on **"Login"**
7. On the **Login Page**, enter your **Username and Password**
8. Click on the **"Start Benefits"** button to begin the enrollment process

## FAQ's

### What is my Username?

If you are unable to remember your Username – this will either be A) Your BOE issued email address  
B) The email address you provided Human Resources when you were hired.

### What is my password?

If you are unable to remember your Password – Follow the steps below to recover.

**Tip: When choosing a new password; please use a combination of the following: letters, numbers and a special character. Ex: CampusBenefits2018!**

## Forgot your login information?

### Two Recovery Options:

- (1) Click on **"Forgot Your Password"** on the website and follow the instructions.
- (2) Email [mybenefits@campusbenefits.com](mailto:mybenefits@campusbenefits.com)