On-line Benefit Enrollment
ALL Drop In Help Sessions

While we hope you'll find the Arches On-Line Benefits Enrollment an easy process, we are here to help! Each of these sessions will be held in a campus computer lab and members of the HR Team will be there to walk you through the process step-by-step. We can also assist with any benefit related questions you may have as you make your benefit decisions for the year ahead.

No RSVP is necessary, just come to a time and location below that works for you. Or, if you prefer you can stop by the HR Office during regular business hours for help. The enrollment process will likely take 15 minutes or less.

Please bring along:
- **Your network user name and password**
- **Birth Date and Social Security Number for any non-employees that you will enroll.**

DROP IN AT ANY TIME DURING ONE OF THE SESSIONS BELOW:

Thursday – August 2nd	**Location: Olin Room 105**	**Time: 8:00 am – 10:00 am**
Monday – August 6th	**Location: Olin Room 105**	**Time: 2:00 pm – 4:00 pm**
Friday – August 10th	**Location: Gerber Ctr 4th Flr Computer Lab ****	**Time: 11:00 am – 1:00 pm**
Wednesday – August 15th	**Location: Olin Room 105**	**Time: 2:00 pm – 4:00 pm**
Friday – August 17th	**Location: Olin Room 105**	**Time: 8:00 am – 10:00 am**

** The Gerber Center 4th Floor Computer Lab is located down the hallway behind "The Brew" and the Reading/Writing Center. It is a glass-enclosed room.