



THE CLAREMONT COLLEGES

2019 OPEN ENROLLMENT

OCTOBER 29 - NOVEMBER 16

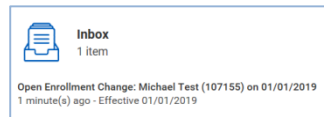
How to Enroll

1



Log into Workday using your network credentials. <https://www.myworkday.com/theclaremontcolleges>
*For assistance with credentials, contact your IT department.

2



Look in your Inbox for your Open Enrollment Change task.

3



Complete steps 1 – 8. Your current elections will be pre-populated, with the exception of FSA and HSA plans.

4



Review your elections and agreement in the final step and select the “I Agree” checkbox at the bottom.

5



Click “Submit” to finalize.

Changing Benefits After Submitting

Only Available During Open Enrollment

If you want to make changes to your open enrollment after you have already submitted, you may reopen and make changes as follows:

From your Workday Home page, click on the **Benefits Worklet**.



Benefits

1

On your benefits screen, scroll down to see the **Change Open Enrollment** button (this will only appear after you have submitted your initial task from your inbox).

Change Open Enrollment

2

Make your changes and be sure to click **Submit** when completed to finalize your elections.

Submit

3