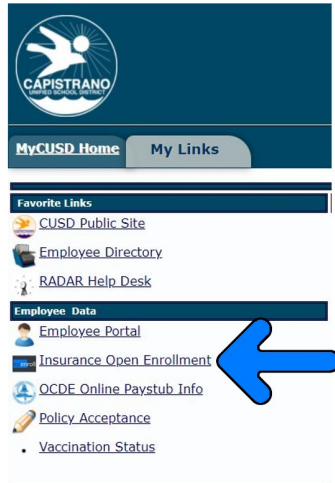


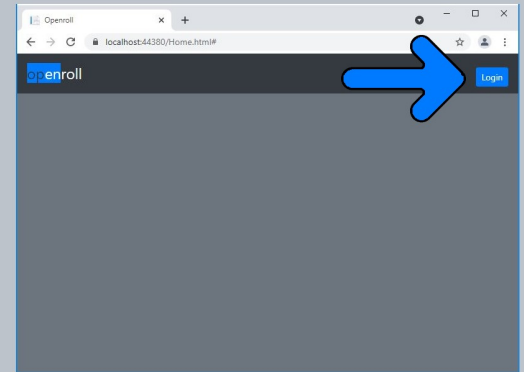
How to Access Open Enrollment

Step 1

Open myCUSD (mycUSD.capousd.org), click on 'My Links' and log in. On the left column, under 'Employee Data', click on 'Insurance Open Enrollment'

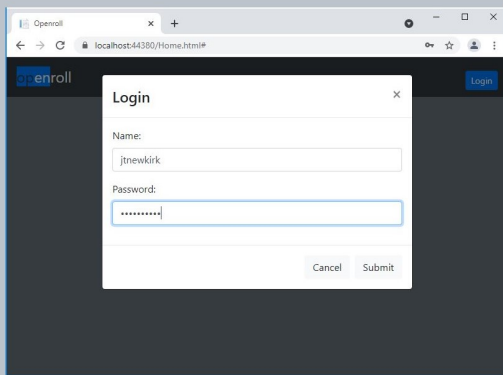


Step 2



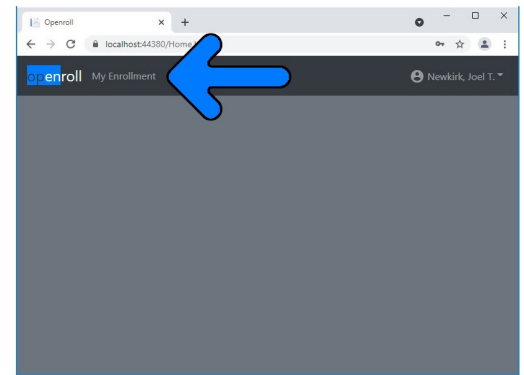
In the window that opens, click on the 'Login' button in the top-right corner.

Step 3



In the Login window, enter the same Name and Password used to access myCUSD and click the 'Submit' button.

Step 4

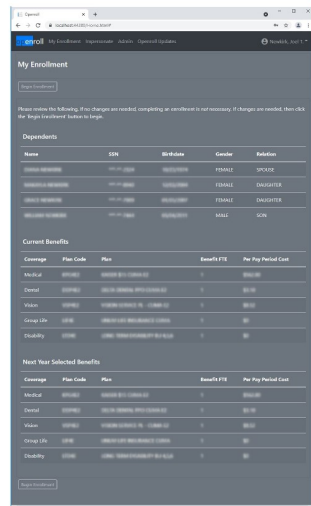


After the system confirms your identity, you can click on the 'My Enrollment' menu item.

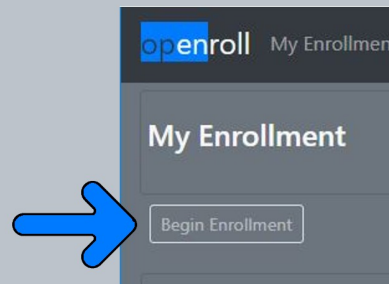
Step 5

'My Enrollment' first shows your current dependants, current benefit selections, and the benefits that have been automatically assigned for the following year. Please be sure to scroll down to review all of the information.

If the information is accurate and you are satisfied with the automatic benefit selection, no further action is needed.



Step 6



ONLY IF CHANGES ARE NECESSARY, you can begin the enrollment process by clicking the 'Begin Enrollment' button. The program will walk you through updating your enrollment information.