Office of Human Resources
Benefits Department

New Hire Benefits Enrollment Process

University of Pittsburgh
The following steps will guide you through the process of making your benefits by using the online self-service feature of the University portal.

Please note there are helpful resources for you at the end of the instructions.
You will need your University of Pittsburgh username and password. Your Responsibility Center Account Administrator should provide this to you.

- Reset your password online with the Self-Service Password Reset Service by selecting “Forgot your password?” on the my.pitt.edu login page. To use the online service, you must have already set your three password security questions.

- Contact the Technology Help Desk at 412-624-HELP (4357). The Help Desk will ask specific questions to confirm your identity and will give you a new password over the phone only if you can answer these questions.

- Stop by a campus computing lab with your ID. The lab consultant will verify your identity and will call the Help Desk, which will give you a new password over the phone.
STEP 1
Login to the Pitt Passport https://my.pitt.edu
STEP 2
Select PRISM Login from the My Resources Tab
STEP 3

3. Click the ‘PRISM Login’ button on the right-hand side of the page.
Step 4
Under the ‘Main Menu’ expand the ‘PHR Employee Self-Service’ folder
Step 5
Select Benefits
Step 6

Review the individuals listed in your University contact list.

- If an individual needs to be added, use the ‘Add Another Person’ button to update your list.
- If you are adding a dependent already on record at the University of Pittsburgh, you will need to contact the Benefit Department (hr-benque@pitt.edu) for assistance.
Step 7
Select the ‘Next’ button in the top, right-hand side corner

• If you are transferring from All-Temps, you will be taken to a subpage, Select the ‘Active Program’ radio button
Step 8
Select the “Update Benefits button and complete the enrollment form in accordance with the elections you wish to have.
Step 9

Once finished, select the “Submit_Proceed” button
Designating Providers
For Panther Gold and/or Concordia Plus participants

PANTHER GOLD HMO

2. Select your type of care: Medical.
3. Type your current provider's last name, or search by ZIP code.
   - Select Coverage Type: Coverage through your employer
   - Select Plan Name: Panther Gold Advantage HMO (For Pitt Employees)
4. Click the Find Providers Now button.
5. Expand desired results to see Practice Code and provided it in self-service when prompted

CONCORDIA PLUS DHMO

1. Go to www.ucci.com
2. Select “Find a Dentist”
3. For the Concordia PLUS plan, select “DHMO Concordia Plus General Dentist” from the “My Network Is” drop down menu Use all 9 digits of the Provider ID to designate the PDO(s) when enrolling.