Accessing Current Benefit Elections

1. Access the University Portal through my.pitt.edu.
2. Enter your University username and password.
3. Select PRISM Login, located to the right of your screen.
4. Select PHR Employee Self Service from the Main Menu.
5. Select Benefits from the drop down menu.
6. The Current Benefits Tab will open; this will show the benefits you’re currently enrolled in
   • To review past benefits, use the drop down box on the top of the page

If you have forgotten your username, or if you need your password reset, please take one of the following steps:

• 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.