Open Enrollment
Online Self-Service Steps

The following steps will guide you through the process of making changes to your current benefit elections by using the online self-service feature of the University portal.

- If you DO NOT want to make any changes to your current benefit elections, no action is necessary. All of your current benefit elections will remain the same through June 30, 2016.
- If you DO want to make changes to your current benefit elections, please follow the steps below.

STEP ONE: Log on to Self-Service.

- Access the University Portal through my.pitt.edu.
- Enter your University username and password.
- Select PRISM Login, located to the right of your screen.
- Select PHR Employee Self Service from the Main Menu.
- Select Benefits from the drop down menu.
- Select the Benefits Enrollment tab, located in the upper left hand corner of your screen.
- Continue through the 2015-2016 Open Enrollment Online Self-Service process (instructions available at www.hr.pitt.edu, click on Open Enrollment under “Announcements”).

STEP TWO: Print out your confirmation page; keep this for your records.

STEP THREE: After your confirmation page is printed, select “Logout” at the bottom of your screen.

This completes the enrollment process.

A CONFIRMATION STATEMENT WILL BE MAILED TO FACULTY AND STAFF WHO COMPLETE THE ONLINE SELF-SERVICE PROCESS AFTER OPEN ENROLLMENT HAS ENDED ON MAY 19, 2015. You also will receive insurance cards from the insurance companies by the end of June. Insurance cards will only be sent to those individuals who change their plan type.

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.