PeopleSoft Human Resources 9.2

Employee Self-Service

Enrolling in Medical & Dental Coverage

*Benefit questions - Contact the Benefits Office at 301-644-5080 or email benefits.office@fcps.org

*Pay Advice questions - Contact Payroll Office at 301-644-5048 or email karen.linton@fcps.org

*PeopleSoft HR program not working properly - Contact PeopleSoft Help Desk at BSG.Helpdesk@fcps.org

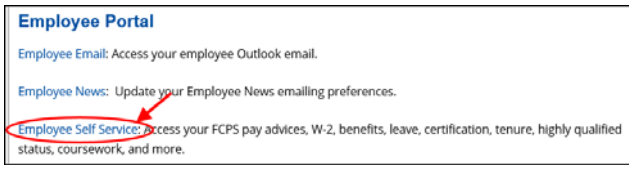
Log into PeopleSoft HR through Employee Self-Service

1. Go to www.fcps.org

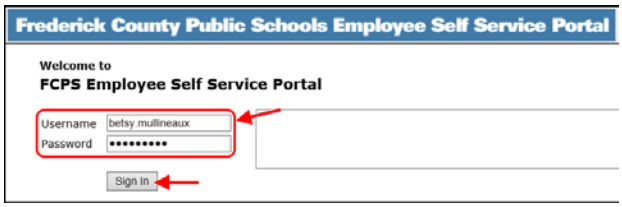
2. Click **For Staff** menu tab.

3. Click on **Employee Portal**

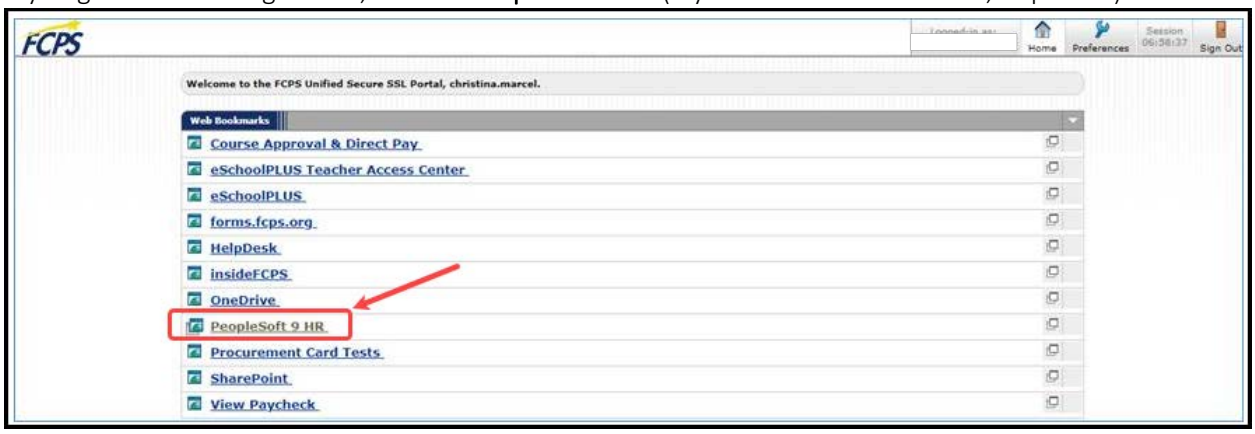
4. Click on **Employee Self Service** link



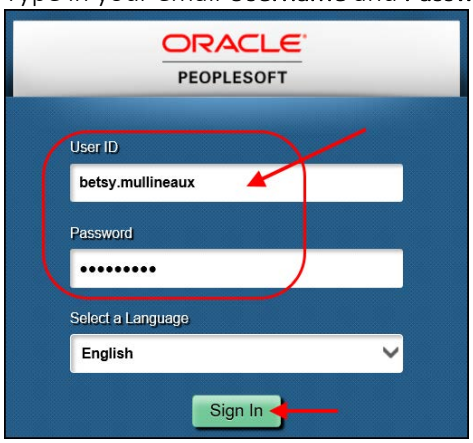
5. Type in your email **Username** and **Password.** Click **Sign In**



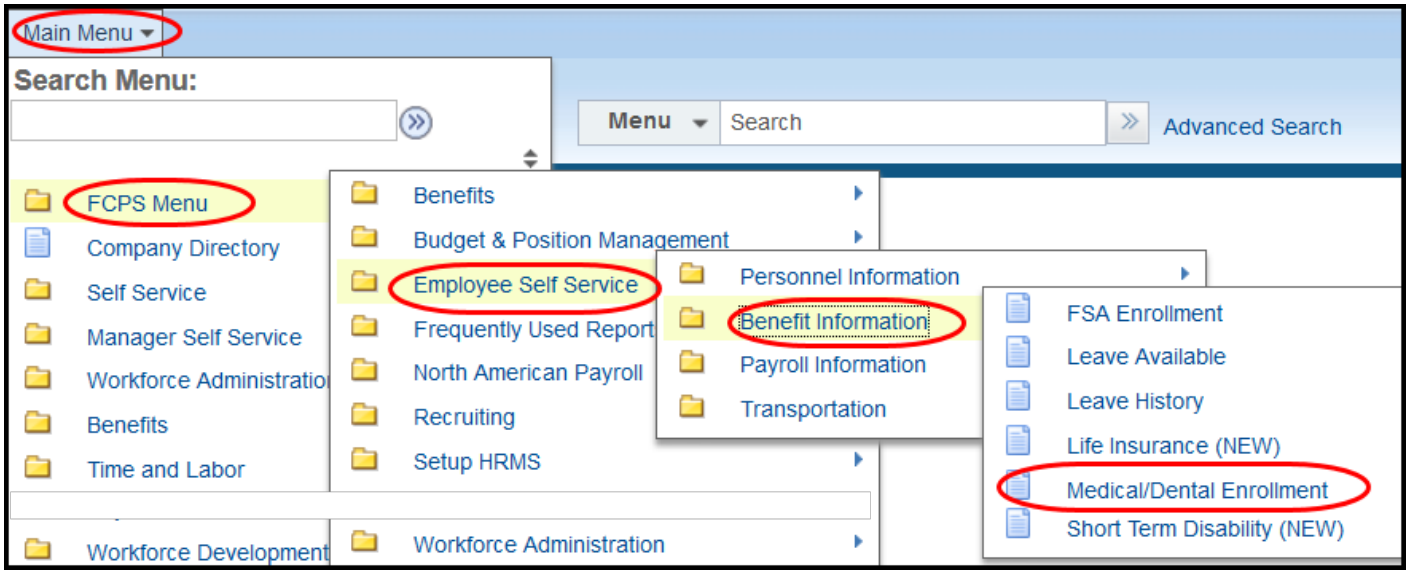
6. If you get the following screen, click on **PeopleSoft 9 HR** (if you don't see this screen, skip to #7)



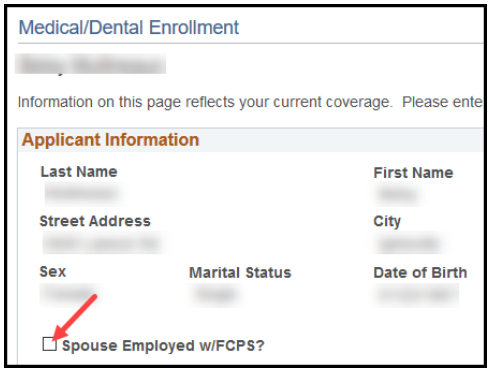
7. Type in your email **Username** and **Password**. Click **Sign In**



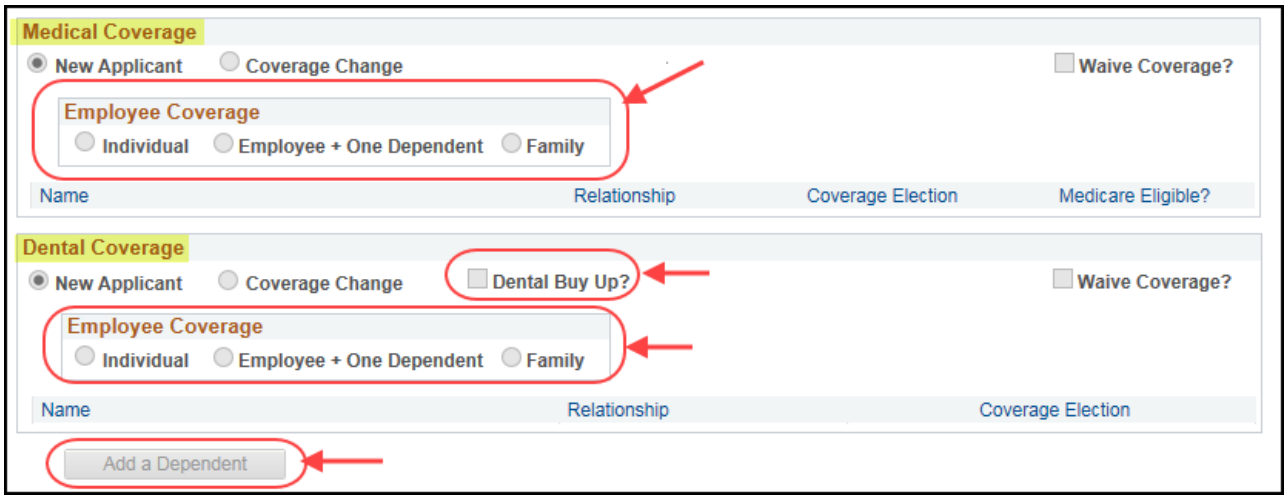
8. From the **Menu Bar**, click **FCPS Menu > Employee Self Service > Benefit Information > Medical/Dental Enrollment**



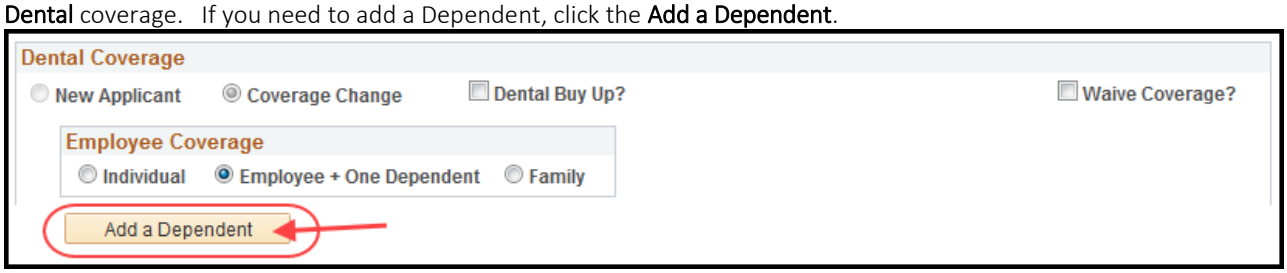
9. Click the box if your **Spouse is Employed w/FCPS**



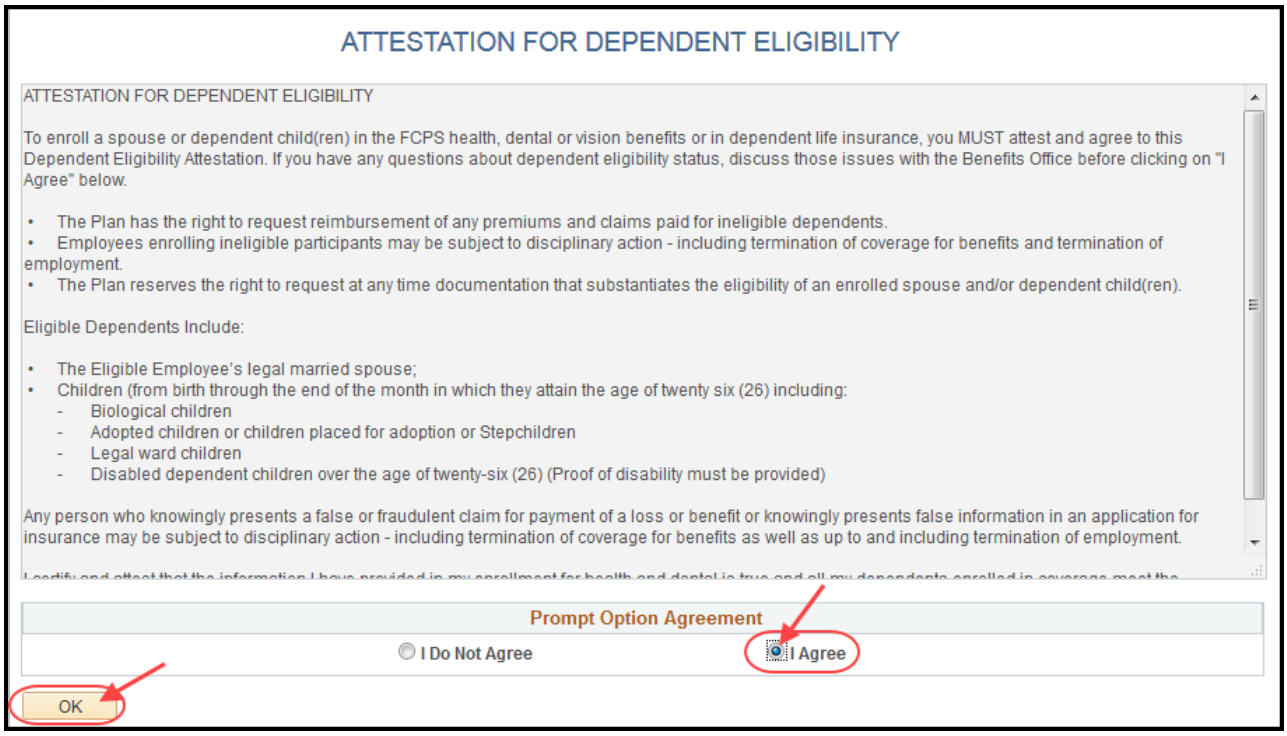
10. The radio button next to **New Applicant** will already be selected. Make your coverage selections under the **Medical Coverage** and **Dental Coverage** sections by clicking the radio buttons.



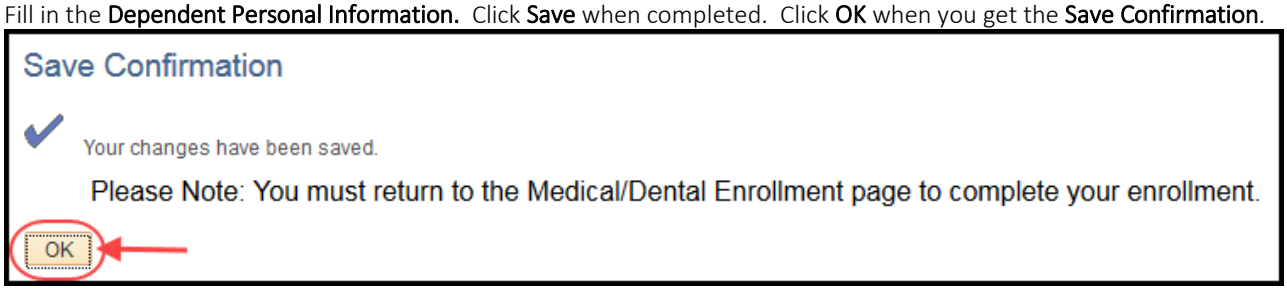
11. The **Beneficiaries** you entered for your **Life AD&D and Dependent Beneficiaries** are automatically listed under your **Medical** and **Dental** coverage. If you need to add a Dependent, click the **Add a Dependent**.



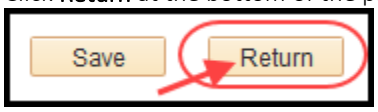
12. Click **I Agree** and **OK**.



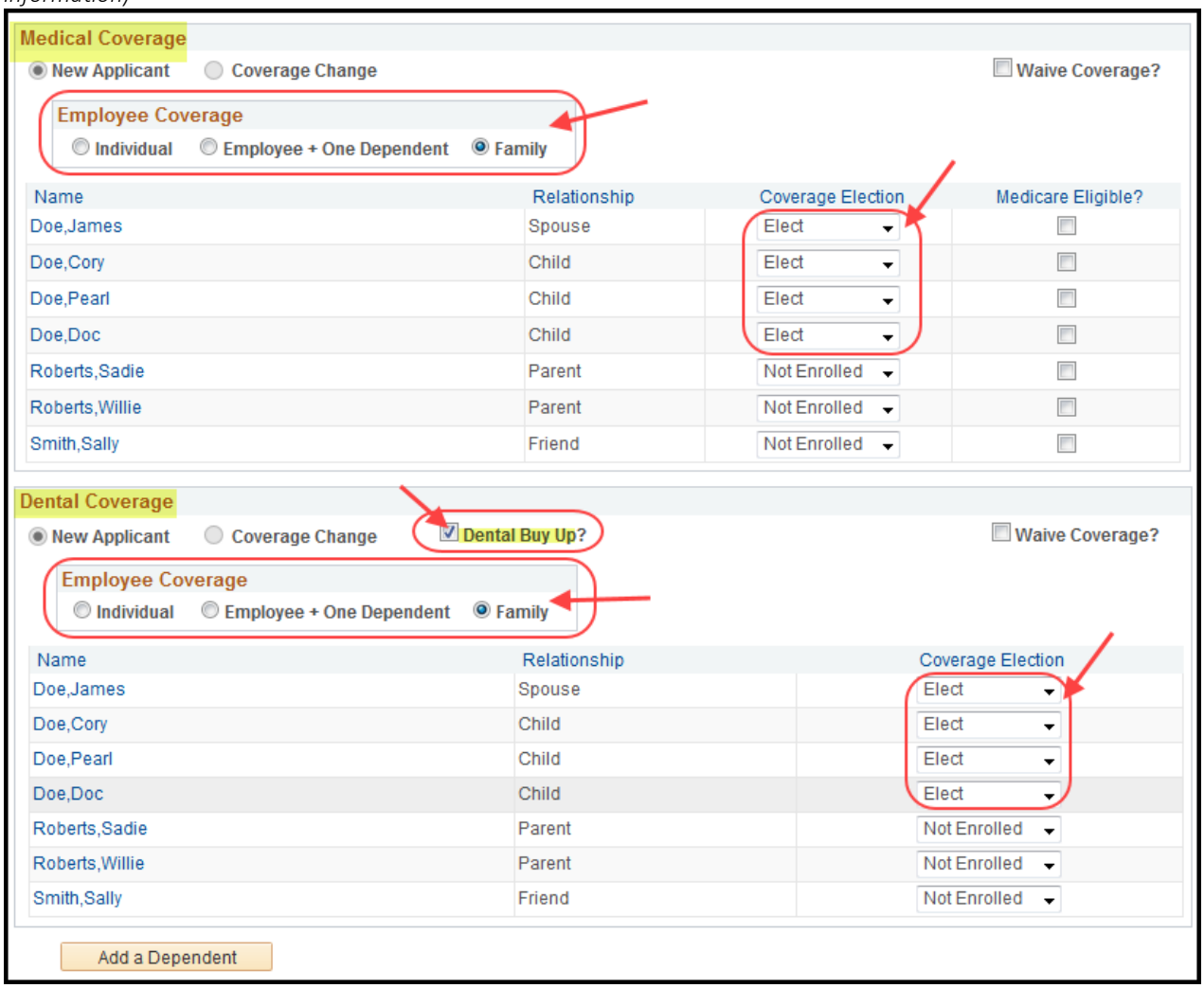
13. Fill in the **Dependent Personal Information.** Click **Save** when completed. Click **OK** when you get the **Save Confirmation**.



14. Click **Return** at the bottom of the page.

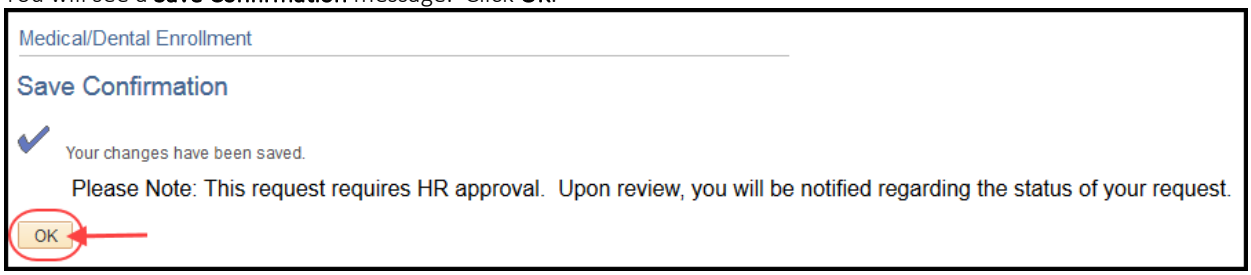


15. If you chose **Employee + One Dependent** or **Family**, you will need to change your **Dependent(s) Coverage Election** to **Elect**.
*Note: Do not forget to check the box if you want **Dental Buy Up** (see https://goo.gl/w6iGp2 for more **Dental Buy Up** information)*



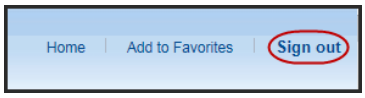
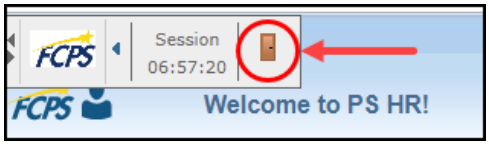
16. Scroll down to the bottom of the page, click the box next to **Date Signed** and click **Save.**

17. You will see a **Save Confirmation** message. Click **OK**.



18. When your change request has been received, a confirmation email will be sent to your FCPS email account from Benefits.Systems@fcps.org.

19. **When** finished, remember to **Sign Out** of PeopleSoft in the upper right-hand corner.



20. Do not forget to also log off of **Employee Self Service** by clicking the door icon.