

YOUR OPEN ENROLLMENT PACKET IS HERE



September 15 — October 10, 2025

Open Enrollment begins September 15 and ends October 10, 2025. Employees will make open enrollment plan selections [online](#) using the Enterprise Resource Planning (ERP) application. **This self-service method will take the place of printed enrollment forms for employees with routine access to a Districts' computer.**

Review the following steps carefully to learn more about this new process.

STEP 1

Read all the Open Enrollment materials. Familiarize yourself with the plan changes and rates before you log on to update your plan enrollments. All Open Enrollment materials are posted on the [Employee Benefits](#) intranet page, as well as the Employee Portal on the Districts internet page.

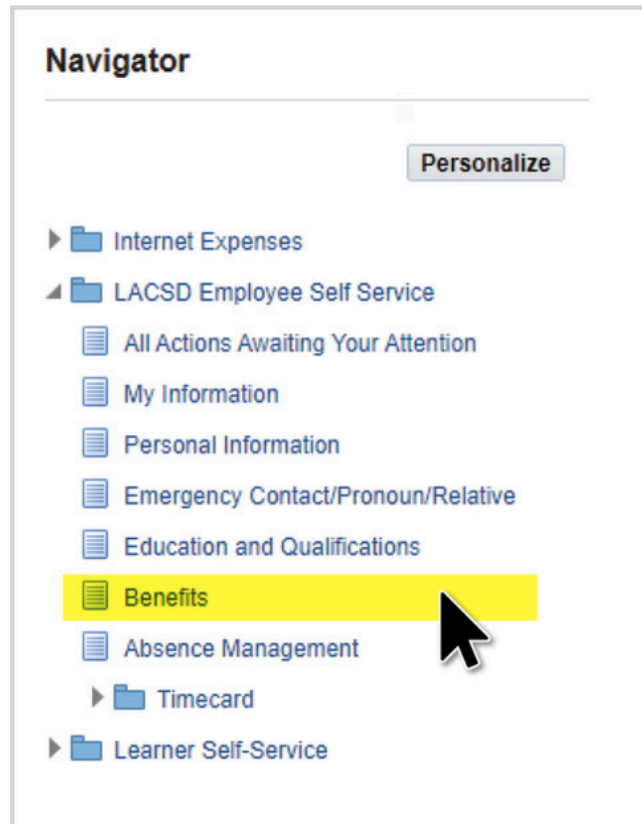
STEP 2

Watch the [instructional video](#), which is posted on the Employee Benefits intranet page. The video shows you how to navigate through the open enrollment process in ERP.

STEP 3

When you are ready, log on to [ERP](#) to make your open enrollment changes using the Benefits link. Be mindful of the time as ERP may log you off after 30 minutes.

As you move through each section, be sure to read the tips provided on each page. Confirm that your plan selections and covered dependents are listed correctly. Save your changes. Print the confirmation letter for each Program (Active Benefits and/or FSA) to keep for your records.



STEP 4

Remember to complete Steps 1-3 by October 10! The electronic enrollment process requires that all changes be entered online **before 11:59 pm on October 10.**