

**January & Spring 2016 Registration Information**

**Main Campus Registration Dates:**

**Note: Online registration will start on Sundays at 10pm.**

10/11/2015 = January 2016 registration begins for all students  
10/11/2015 = Spring 2016 registration begins for Graduates & Seniors  
10/18/2015 = Spring 2016 registration begins for Juniors  
10/25/2015 = Spring 2016 registration begins for Sophomores  
11/1/2015 = Spring 2016 registration begins for Freshmen

Watch the HOW TO REGISTER video

Username  
Password  
LOGIN  
Forgot Password? Activate Account

To begin, go to the Hofstra University Portal

<https://my.hofstra.edu>

Enter your username and password and click on the login button.

You may be presented with the Campus Alert Notification Network (CANN) screen. Fill in any missing information, or confirm information you previously entered and scroll to the bottom to submit.

Click on the Start Button on the Open Enrollment Icon in the My HR box.

My HOFSTRA


Home  
Classifieds  
Employee Services  
Forms  
Human Resources  
IT Help Desk  
Library

My HR

HMO Benefits Summary

W-2 and 1095-C Electronic Consent

Open Enrollment  
Start  
37 days left

 This page begins the online open enrollment process. If applicable, from here you will be able to make the following changes to your benefits:

- Change medical plans
- Change coverage level (individual to family or family to individual)
- Enroll in health care flexible spending
- Enroll in dependent care flexible spending
- Enroll or change your elections for the commuter transit benefit
- Change your contribution to the voluntary pension plan

Once you begin open enrollment you will see your current elections in the Retirement, Health and Flexible Spending groups. Remember that you are not required to make a new medical, transit or pension plan election as these will automatically rollover to the next plan year. However, if you wish to participate in health care flexible spending or dependent care flexible spending, you **MUST** make a new election for the upcoming plan year.

To begin, click the Start Open Enrollment button, or if you previously started the open enrollment process and wish to make further changes, click the Restart Open Enrollment button.

**When you have completed your elections, you MUST come back to this page and click “Confirm Elections” to submit your changes. If you do not click “Confirm Elections” the transaction will not be saved. You will receive a confirmation email if your elections were properly submitted. Failure to receive a confirmation email will indicate that you did not “Confirm Elections”. To correct this, come back to this page and click “Confirm Elections”.**

Please click [here](#) to visit the Open Enrollment Web Page for additional information including step-by-step instructions for making your online benefit elections. Click [here](#) to email your questions regarding open enrollment.

Select the benefit group you wish to change – Retirement, Health or Flexible Spending. On the next page you will see the plan options that are available to you in that group.

*\*I understand that my confirmation of elections on this form authorizes Hofstra University to make any necessary deductions from my pay through payroll deduction.*

**Open Enrollment Start Date:** Oct XX, 20XX


**Open Enrollment End Date:** Nov XX, 20XX

**Benefits Effective Date:** Jan 01, 20XX

Group	Benefits Status
Retirement	No choices made in this group.
Health	No choices made in this group.
Flex Spending	No choices made in this group.

**Start Open Enrollment**

Click the Start Open Enrollment button to begin the process. Note: You will only see the “Start Open Enrollment” button when you first start the process.

 This page begins the online open enrollment process. If applicable, from here you will be able to make the following changes to your benefits:

- Change medical plans
- Change coverage level (individual to family or family to individual)
- Enroll in health care flexible spending
- Enroll in dependent care flexible spending
- Enroll or change your elections for the commuter transit benefit
- Change your contribution to the voluntary pension plan

Once you begin open enrollment you will see your current elections in the Retirement, Health and Flexible Spending groups. Remember that you are not required to make a new medical, transit or pension plan election as these will automatically rollover to the next plan year. However, if you wish to participate in health care flexible spending or dependent care flexible spending, you **MUST** make a new election for the upcoming plan year.

To begin, click the Start Open Enrollment button, or if you previously started the open enrollment process and wish to make further changes, click the Restart Open Enrollment button.

**When you have completed your elections, you MUST come back to this page and click "Confirm Elections" to submit your changes. If you do not click "Confirm Elections" the transaction will not be saved. You will receive a confirmation email if your elections were properly submitted. Failure to receive a confirmation email will indicate that you did not "Confirm Elections". To correct this, come back to this page and click "Confirm Elections".**

Please click [here](#) to visit the Open Enrollment Web Page for additional information including step-by-step instructions for making your online benefit elections. Click [here](#) to email your questions regarding open enrollment.

Select the benefit group you wish to change – Retirement, Health or Flexible Spending. On the next page you will see the plan options that are available to you in that group.

*\*I understand that my confirmation of elections on this form authorizes Hofstra University to make any necessary deductions from my pay through payroll deduction.*

**Open Enrollment Start Date:** Oct XX, 20XX  
**Open Enrollment End Date:** Nov XX, 20XX  
**Benefits Effective Date:** Jan 01, 20XX

Click directly on the Health link to view the information.

Group	Benefits Status
<a href="#">Retirement</a>	Voluntary Pension Contribution: SRA is your current election.
<a href="#">Health</a>	Optional Dental is your current election. Health Plan Waiver is your current election.
<a href="#">Flex Spending</a>	No choices made in this group.

**Note:**  
Health Benefits automatically rollover and will continue with current status unless changes are made.



The RESTART button will reset your changes back to current values.

You must click the [Return to Open Enrollment Summary](#) link at the bottom of this page and then click Confirm Elections\* for your transactions to be saved.



### HEALTH BENEFITS

This page displays your current health plan election along with the other choices that are available to you. If you wish to continue with your current health plan and your current coverage level, i.e. individual or family, you can leave this page without making changes by clicking the Return to Open Enrollment Summary link at the bottom of the page. To enroll in a plan that is different from your current election, or to change your coverage level, begin by clicking the link for your current plan and on the next screen click the STOP BENEFIT button, or if you have reopened open enrollment, the CANCEL CHOICE button. To begin enrollment in a new plan select the link of the plan from the list displayed and follow the instructions on the next screen. To view a plan summary, click [here](#).

### Health Group

[EPO-In Network with pharmacy, dental and vision](#) is your current election.

Plan	Employee Amount
Family	183.71

HIP HMO This benefit deduction cannot be selected as you have selected the following:  
[EPO-In Network with pharmacy, dental and vision](#)

HIP POS This benefit deduction cannot be selected as you have selected the following:  
[EPO-In Network with pharmacy, dental and vision](#)


Health Plan Waiver This benefit deduction cannot be selected as you have selected the following:  
[EPO-In Network with pharmacy, dental and vision](#)

Optional Dental This benefit deduction cannot be selected as you have selected the following:  
[EPO-In Network with pharmacy, dental and vision](#)

POS-Out-of-Network with pharmacy and vision This benefit deduction cannot be selected as you have selected the following:  
[EPO-In Network with pharmacy, dental and vision](#)

Restart

To add, change or end a coverage, click on the link for the title of coverage.

 Make a selection and then choose from the appropriate button.

### HEALTH BENEFITS

This page displays your current health plan election along your level of coverage – individual or family. If you wish to continue with your current health plan and your current coverage level, you can leave this page without making changes by clicking the Open Enrollment Group link at the bottom of the page. If you are changing your coverage level from individual to family, you may only add your spouse and dependent children under age 26. Select the radio button for family coverage below and click [here](#) to download enrollment form. Forward the completed form to Human Resources.

If you stopped your medical benefits and elected to waive coverage, you must present evidence to Human Resources that you have medical coverage through some other organization.

\* - indicates a required field.

**POS-Out-of-Network with pharmacy and vision**

Deduction Effective as of: Jan 01, 20XX

To add the plan  
Choose the plan type by clicking the radio button and  
click Add Choice

Plan	Employee Amount	My Choice
Family	286.50	<input type="radio"/>
Individual	123.63	<input type="radio"/>

Add Choice



The RESTART button will reset your changes back to current values.

You must click the [Return to Open Enrollment Summary](#) link at the bottom of this page and then click Confirm Elections\* for your transactions to be saved.



### HEALTH BENEFITS

This page displays your current health plan election along with the other choices that are available to you. If you wish to continue with your current health plan and your current coverage level, i.e. individual or family, you can leave this page without making changes by clicking the Return to Open Enrollment Summary link at the bottom of the page. To enroll in a plan that is different from your current election, or to change your coverage level, begin by clicking the link for your current plan and on the next screen click the STOP BENEFIT button, or if you have reopened open enrollment, the CANCEL CHOICE button. To begin enrollment in a new plan select the link of the plan from the list displayed and follow the instructions on the next screen. To view a plan summary, click [here](#).

### Health Group

**EPO-In Network with pharmacy, dental and vision** You have asked to terminate this benefit in the new year. This benefit deduction cannot be selected as you have selected the following:  
POS-Out-of-Network with pharmacy and vision

**HIP HMO** This benefit deduction cannot be selected as you have selected the following:  
POS-Out-of-Network with pharmacy and vision

**HIP POS** This benefit deduction cannot be selected as you have selected the following:  
POS-Out-of-Network with pharmacy and vision

**Health Plan Waiver** This benefit deduction cannot be selected as you have selected the following:  
POS-Out-of-Network with pharmacy and vision

**Optional Dental** You have not selected this benefit deduction.

**POS-Out-of-Network with pharmacy and vision** You have asked to start this benefit in the new year.

**Plan Employee Amount**  
Family 327.92

Restart

[Return to Open Enrollment Summary](#)

New coverage has been requested to start in the new year.





Make a selection and then choose from the appropriate button.

## HEALTH BENEFITS

This page displays your current health plan election along your level of coverage – individual or family. If you wish to continue with your current health plan and your current coverage level, you can leave this page without making changes by clicking the Open Enrollment Group link at the bottom of the page. If you are changing your coverage level from individual to family, you may only add your spouse and dependent children under age 26. Select the radio button for family coverage below and click [here](#) to download enrollment form. Forward the completed form to Human Resources.

If you stopped your medical benefits and elected to waive coverage, you must present evidence to Human Resources that you have medical coverage through some other organization.

\* - indicates a required field.


### POS-Out-of-Network with pharmacy and vision

Deduction Effective as of: Jan 01, 20XX

Current Plan	Plan	Employee Amount	My Choice
My Current Plan	Family	286.50	<input checked="" type="radio"/>
	Individual	123.63	<input type="radio"/>

Click Submit to change the current coverage.  
Click Stop Benefit to end the current coverage.

NOTE: If you have reopened open enrollment, you will see a Cancel Choice instead of the Stop Benefit button.

 The RESTART button will reset your changes back to current values.

You must click the [Return to Open Enrollment Summary](#) link at the bottom of this page and then click **Confirm Elections\*** for your transactions to be saved.

## HEALTH BENEFITS

This page displays your current health plan election along with the other choices that are available to you. If you wish to continue with your current health plan and your current coverage level, i.e. individual or family, you can leave this page without making changes by clicking the [Return to Open Enrollment Summary](#) link at the bottom of the page. To enroll in a plan that is different from your current election, or to change your coverage level, begin by clicking the link for your current plan and on the next screen click the STOP BENEFIT button, or if you have reopened open enrollment, the CANCEL CHOICE button. To begin enrollment in a new plan select the link of the plan from the list displayed and follow the instructions on the next screen. To view a plan summary, click [here](#).

### Health Group

**EPO-In Network with pharmacy, dental and vision** This benefit deduction cannot be selected as you have selected the following:

Optional Dental

**HIP HMO** You have not selected this benefit deduction.

**HIP POS** You have not selected this benefit deduction.

**Health Plan Waiver** You have asked to terminate this benefit in the new year.

**Plan**  
Health Waiver/ With  
Benefits

**Optional Dental** is your current election.

Coverage has been requested to terminate in the new year.

**POS-Out-of-Network with pharmacy and vision** You have asked to terminate this benefit in the new year.

**Plan Employee Amount**  
Family 286.50

Restart

If you are making Flex Spending or Retirement Plan changes, please click the change links below.

[Return to Open Enrollment Summary](#)

If you are finished, you must click the [Open Enrollment Summary](#) and then click **“Confirm Elections\*”** for your transactions to be saved.





This page begins the online open enrollment process. If applicable, from here you will be able to make the following changes to your benefits:

- Change medical plans
- Change coverage level (individual to family or family to individual)
- Enroll in health care flexible spending
- Enroll in dependent care flexible spending
- Enroll or change your elections for the commuter transit benefit
- Change your contribution to the voluntary pension plan

Once you begin open enrollment you will see your current elections in the Retirement, Health and Flexible Spending groups. Remember that you are not required to make a new medical, transit or pension plan election as these will automatically rollover to the next plan year. However, if you wish to participate in health care flexible spending or dependent care flexible spending, you **MUST** make a new election for the upcoming plan year.

To begin, click the Start Open Enrollment button, or if you previously started the open enrollment process and wish to make further changes, click the Restart Open Enrollment button.

**When you have completed your elections, you MUST come back to this page and click “Confirm Elections\*” to submit your changes. If you do not click “Confirm Elections” the transaction will not be saved. You will receive a confirmation email if your elections were properly submitted. Failure to receive a confirmation email will indicate that you did not “Confirm Elections”. To correct this, come back to this page and click “Confirm Elections”.**

Please click [here](#) to visit the Open Enrollment Web Page for additional information including step-by-step instructions for making your online benefit elections. Click [here](#) to email your questions regarding open enrollment.

Select the benefit group you wish to change – Retirement, Health or Flexible Spending. On the next page you will see the plan options that are available to you in that group.

**Open Enrollment Start Date:** Oct XX, 20XX  
**Open Enrollment End Date:** Nov XX, 20XX  
**Benefits Effective Date:** Jan 01, 20XX

*authorities. Hofstra University's medical records are protected under the Health Information Privacy Act.*

**If you are making Flex Spending or Retirement changes, please do so before clicking “Confirm Elections\*”.**

Group	Benefits Status
Retirement	Voluntary Pension Contribution: SRA is your current election.
Health	Optional Dental is your current election. POS-Out-of-Network with pharmacy and vision will be started in the new year. Health Plan Waiver will be terminated.
Flex Spending	No choices made in this group.

Confirm Elections\*

Restart

Cancel

**Once all changes are made, you must click “Confirm Elections\*” to submit your changes. If you do not, the transactions will not be saved.**



This page begins the online open enrollment process. If applicable, from here you will be able to make the following changes to your benefits:

- Change medical plans
- Change coverage level (individual to family or family to individual)
- Enroll in health care flexible spending
- Enroll in dependent care flexible spending
- Enroll or change your elections for the commuter transit benefit
- Change your contribution to the voluntary pension plan

Once you begin open enrollment you will see your current elections in the Retirement, Health and Flexible Spending groups. Remember that you are not required to make a new medical, transit or pension plan election as these will automatically rollover to the next plan year. However, if you wish to participate in health care flexible spending or dependent care flexible spending, you **MUST** make a new election for the upcoming plan year.

To begin, click the Start Open Enrollment button, or if you previously started the open enrollment process and wish to make further changes, click the Restart Open Enrollment button.

**When you have completed your elections, you MUST come back to this page and click "Confirm Elections" to submit your changes. If you do not click "Confirm Elections" the transaction will not be saved. You will receive a confirmation email if your elections were properly submitted. Failure to receive a confirmation email will indicate that you did not "Confirm Elections". To correct this, come back to this page and click "Confirm Elections".**

Please click [here](#) to visit the Open Enrollment Web Page for additional information including step-by-step instructions for making your online benefit elections. Click [here](#) to email your questions regarding open enrollment.

Select the benefit group you wish to change – Retirement, Health or Flexible Spending. On the next page you will see the plan options that are available to you in that group.

*\*I understand that my confirmation of elections on this form authorizes Hofstra University to make any necessary deductions from my pay through payroll deduction.*

**Open Enrollment Start Date:** Oct XX, 20XX  
**Open Enrollment End Date:** Nov XX, 20XX  
**Benefits Effective Date:** Jan 01, 20XX

Group	Benefits Status
Retirement	Voluntary Pension Contribution: SRA is your current election.
Health	Optional Dental is your current election. POS-Out-of-Network with pharmacy and vision will be started in the new year. Health Plan Waiver will be terminated.
Flex Spending	No choices made in this group.

[Reopen Open Enrollment](#)

**Congratulations! You have just completed Online Open Enrollment and will receive a confirmation email. You may make changes until the Open Enrollment end date by clicking on Reopen Open Enrollment.**

## Getting Help

If you have any questions, you can contact us via e-mail at

[OpenEnrollment@hofstra.edu](mailto:OpenEnrollment@hofstra.edu)

If you cannot confirm elections and receive one of the errors below, perform the associated action

**Error: Correct the problems listed in the Benefits Status column before continuing**

**Action:** You will see a Restart Button

If you have already confirmed elections, you do not need to do anything

If you have not yet confirmed elections, you must restart the affected group and reenter your elections

**Error: You cannot confirm elections if you didn't choose basic health plan or health waiver.**

**Action:** You cannot confirm elections if you didn't choose basic health plan or health waiver. You must click on the Health Group and elect a Health Plan or Health Waiver