



NOW YOU'RE READY TO ENROLL

Log on to Employee Self-Service to get started.

Follow these steps to access Employee Self-Service to select your benefits options during the 2017 Open Enrollment period (April 24-May 12) or within 30 days of your start date:

1. Close your current browsing session and open a new window.
2. Use either Internet Explorer or Firefox web browsers. Do not use the web browser Chrome.
3. Ensure pop-up blockers are turned "off."
4. Visit thecommons.dpsk12.org/openenrollment
5. Click on the *Enroll Now* button on the right.
6. Follow the first link on the page, "Access Infor Lawson," and use your DPS credentials to log in.
7. Once you log in, click on the globe.



8. Next, click "Bookmarks." This will present "Employee Self Service" in the dropdown menu. You should see three options: *Benefits*, *Pay* and *Training*. Choose, "Benefits > Benefits Open Enrollment."

