HOW TO ACCESS THE BENEFIT SYSTEM

- Go to <u>www.lisd.net/benefits</u>
- Click the my benefits picture to access the Learning Hub portal.



• Login to the Learning Hub with your LISD username and password.



• When logged into the Learning Hub, click the Benefits Hub icon.



• You will be redirected to the Microsoft sign in screen. Sign in using your LISD credentials.

Microsoft	
Sign in	
youremail@lisd.net	
Can't access your account?	
	Next
	Next

• You will need to enter your **last name**, **birthdate**, **and the last four digits of your social security number**. * This is a one-time authentication process.

THEbenefitsHUB Login
Test Employee
Last Name
Birth MM Birth DD Birth YYYY
Last Four Digits of SSN
Login
Back

• You will be greeted by the Additional Security Verification screen. Please choose whether you would like to receive your security code via text, email or call and click *Send Code*.

Additional	Security vernication
Please select v	which method you would like
to recei	ve your security code.
Text Securit	y Code
Email Securi	ty Code
Call me with	Security Code
Ask Admin f	or Security Code
	Back

- You should promptly receive a code per your selected method. The code will be valid for the next 10 minutes.
- Type the code in the *Security Code* field and click *Verify*.

THEbenefitsHUB	
Enter	Security Code
Code sent to a* enter the code b 1	********d@lisd.net. Please elow. Code is only valid for 10 minutes.
S	ecurity Code
	Verify
Se	nd New Code

• After completing these steps, you will successfully be directed to The Benefits Hub.



• Begin the Benefit Acknowledgements page and continue with enrollment.