

Dallas ISD Substitute Benefits

**Welcome!**

As a new employee, you have 31 days from your hire date to complete the benefits enrollment for you and your eligible dependents. You may enroll in benefits by going directly to the Benefits Enrollment Portal (see below for link), or by calling the Benefits Call Center at the number below. Due to new hire processing, it can take up to 7-10 business days, from your hire date, for you to be able to access the Benefits Portal.

**Important Substitute Information:**

As a substitute, you are eligible for the TRS ActiveCare Primary medical plan, provided by Blue Cross Blue Shield of Texas, United Health Care DHMO Dental & Basic Vision plan. *Please note that once you have enrolled in a benefit plan the premium deductions will remain active regardless of the number of days worked. If there is a period of time you do not work during the school contract year, when you return the full premium balance for that month(s) missed will be due in full.*

**Access the Enrollment Portal:**

You can access the Enrollment Portal by going to the Benefits Department website or by visiting <https://mylogin.dallasisd.org> and clicking on **Benefits Portal**. You will be able to enroll in benefits, designate your beneficiary, and access numerous health and welfare programs. Please print or save your confirmation statement after enrolling in your benefits for your records.

* Your initial, temporary password will be 12 digits: starting with the two digits of your birth month, then the two digits of your birth date, then the last four digits of your birth year, and finally, the last four digits of your Social Security number. (EX: MMDDYYY + Last 4 digits of your SSN).

United HealthCare Dental – 800-996-7519

Blue Cross Blue Shield – 866-355-5999

United HealthCare Vision – 800-638-3120

**Contact Your Benefits Department:**

* Email: [Benefits@dallasisd.org](mailto:Benefits@dallasisd.org)
* Phone: 972-925-4000; Option 2

Or 972-925-4300