

HOW TO ACCESS THE BENEFIT ENROLLMENT SYSTEM

You should have access to elect your benefits approximately 2 weeks after you attend your HR New Hire meeting.

- Go to www.lisd.net – Click RESOURCES from the top menu, then click FOR STAFF.



- Scroll down and click Learning Hub (L-Hub). Login to the Learning Hub (L-Hub) with your LISD username and password.

Learning Hub

Access LISD learning applications.

A screenshot of the LISD Learning Hub login page. It features the LISD logo and the text "LEWISVILLE ISD Learning Hub". There are two input fields: "Username:" and "Password:". Below the fields is a blue "Sign in" button.

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



- You will be redirected to the Microsoft sign in screen. Sign in with your LISD credentials.

A screenshot of the Microsoft sign-in screen. It shows the Microsoft logo, the text "Sign in", and a text input field containing "youremail@lisd.net". Below the field is a link that says "Can't access your account?". A blue "Next" button is at the bottom right.




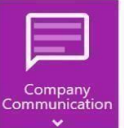
- You will need to enter your **last name, birthdate, and the last four digits of your social security number**. This is a one-time authentication process.

- 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**.

- 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**.

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

Welcome, [redacted]: Please select an option or choose from the menu below:
View your current elections.

 Employee Information ↓	 Dependent Information ↓	 Benefit Plan Information ↓	 Company Communication ↓
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- Begin the Benefit Acknowledgements page and continue with enrollment.