HOW TO ACCESS THE BENEFIT ENROLLMENT SYSTEM

If you are new to LISD: You should have access to the system approximately 2 weeks after attending your HR New Hire meeting.

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



- Scroll down and click Learning Hub. Login to Learning Hub with your LISD username and password.



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



First time users: You will be redirected to the Microsoft sign in screen. Sign in with your LISD credentials.



First time users: You will need to enter your Last name, birthdate, and last 4 digits of your social security number. This is a one-time process.



First time users: 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.



First time users: 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 the above steps, you will be directed to The Benefits Hub. If you have outstanding system acknowledgements, click on each acknowledgement and then continue with enrollment.