

Last Updated: 7/22/2019

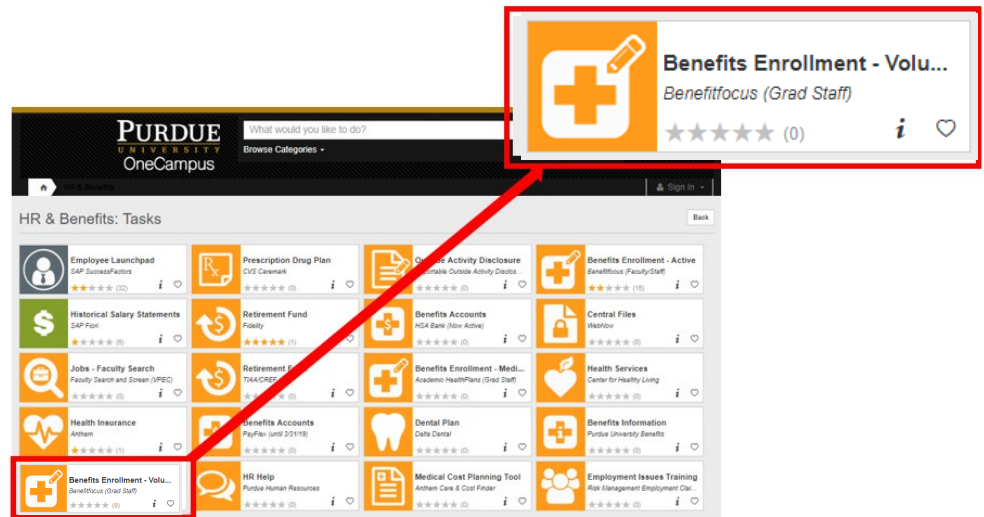
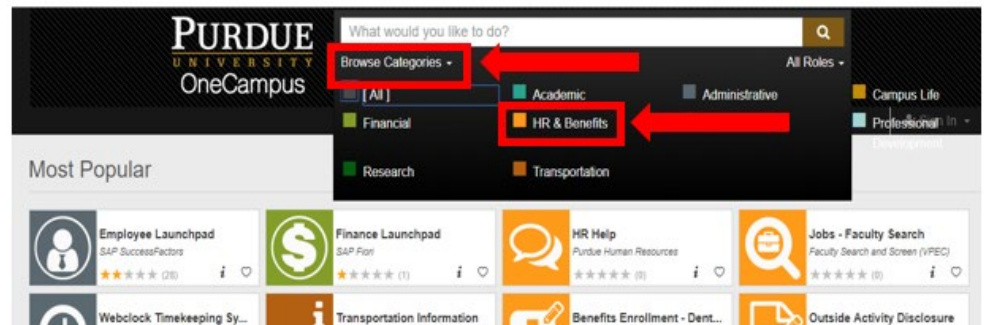
This quick reference outlines how to complete your dental benefit selection and other voluntary benefits in Benefitfocus. Graduate Staff benefit information is available [online](https://one.purdue.edu).

- Benefitfocus is the enrollment portal for dental and voluntary benefits and can be accessed via <https://one.purdue.edu>.
- Medical insurance, including vision, is enrolled through the [Academic HealthPlans \(AHP\) portal](#).

Access Benefitfocus via OneCampus

1. Visit **OneCampus**
2. Search **Browse Categories**
3. Select **HR & Benefits**
4. Click **Benefits Open Enrollment – Dental/Voluntary Benefits – Benefitfocus (Grad Staff)**

<https://one.purdue.edu/>



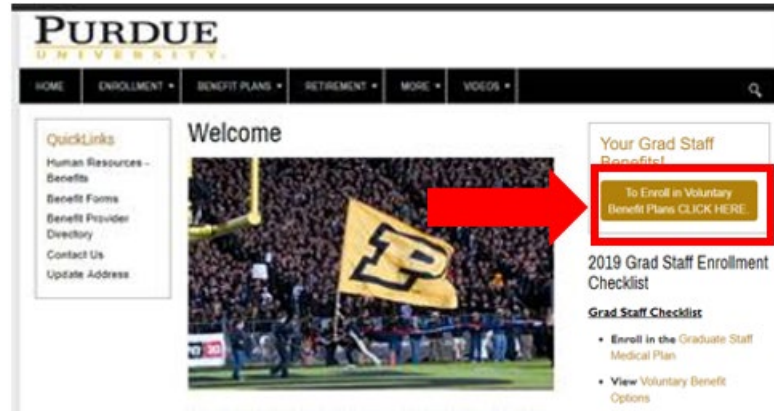
Log in using Purdue Career Account ID and BoilerKey passcode.

For assistance using or setting up BoilerKey, please contact ITaP at itap@purdue.edu or 765-494-4000.

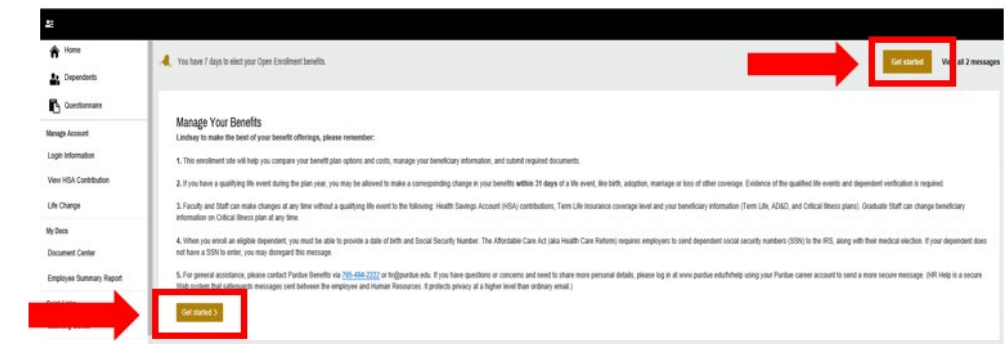


Enroll in Voluntary Benefit Plans

Click To Enroll in Voluntary Benefit Plans **CLICK HERE** from the upper right 'Your Grad Staff Benefits box' to start the enrollment process

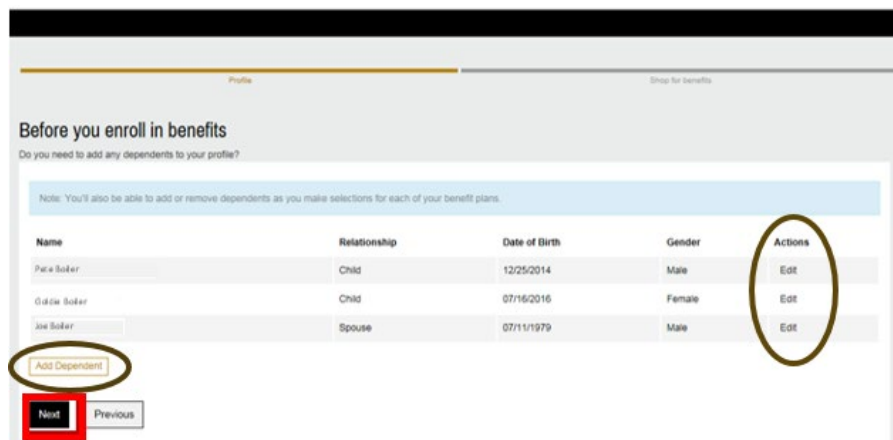


Select **Get Started** from the Manage Your Benefits screen

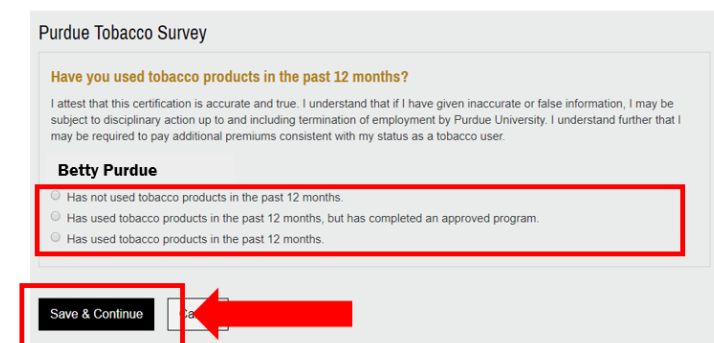


1. Review and/or edit dependent information.
 - a. If adding dependents:
 - Select **Add Dependent**
 - Complete relationship, date of birth, gender
 - b. If editing information, click **Edit** under the **Actions** column.

Click **Next**

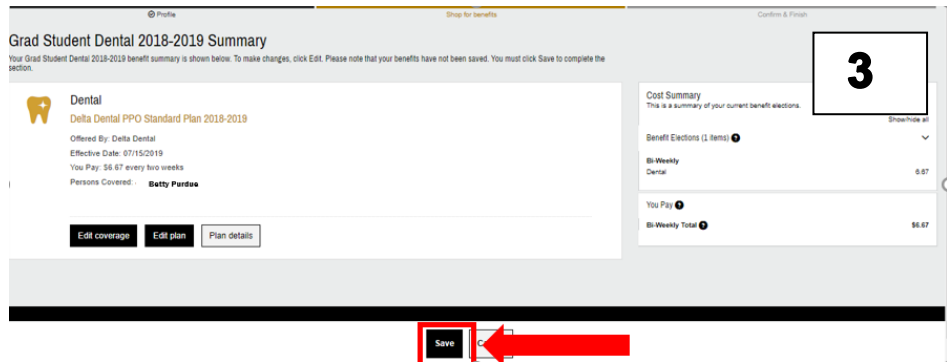
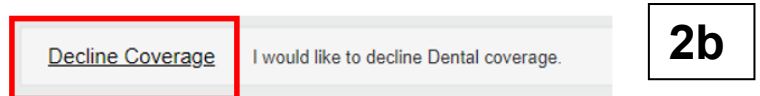
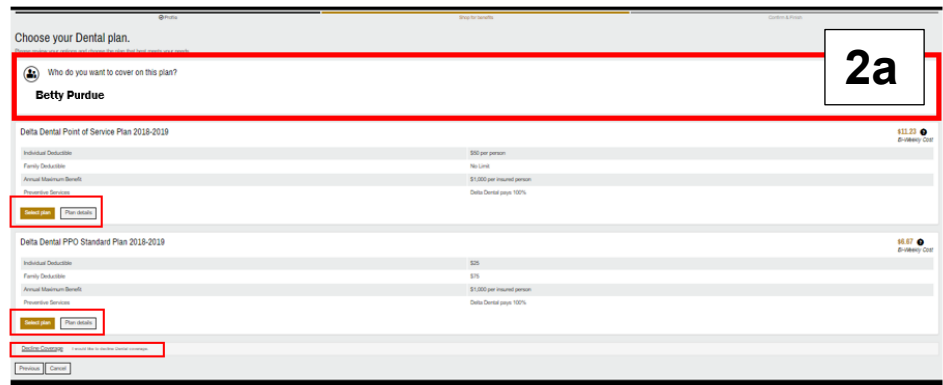
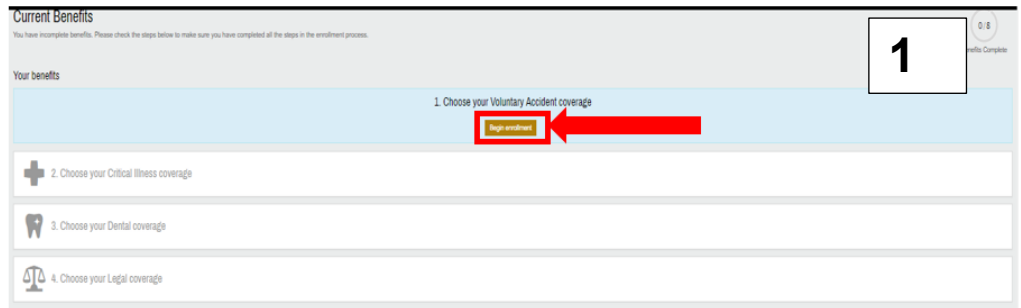


1. Select the appropriate answer to complete the required Purdue Tobacco Survey
2. Click **Continue**



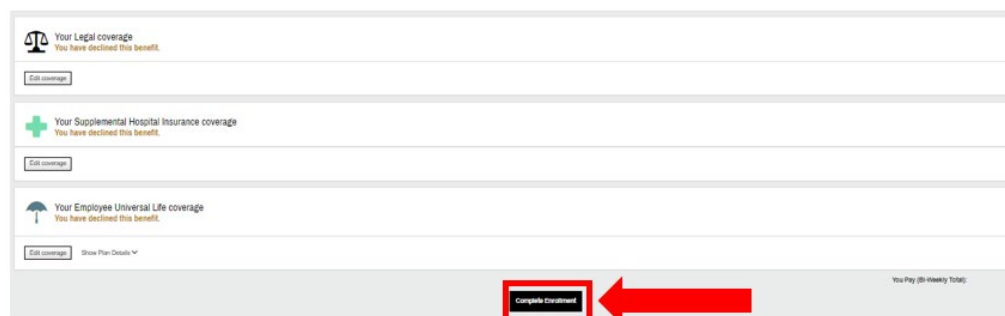
The Open Enrollment Benefits page lists all the benefit plan options

1. Select the first benefit plan in the list to begin. Follow the numbered benefit plans in order.
2. Once a plan is selected, it opens to the 'Choose your plan' page:
 - a. Review or edit dependents associated with plan
 - b. **Select (appropriate) plan** or click **Decline Coverage**
3. A benefit Summary page displays the selection

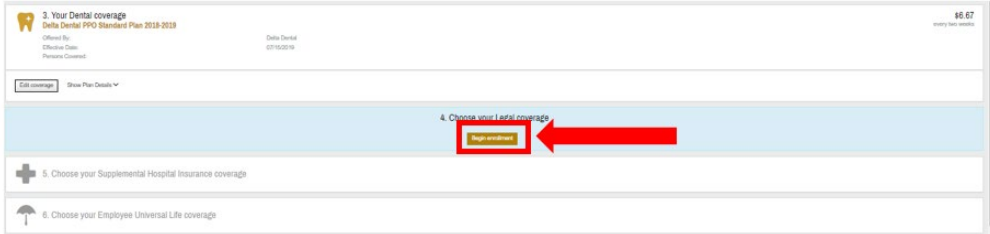


Once all plans have been reviewed, the **Open Enrollment Benefits summary page** is displayed:

1. Review coverage elected – (Select **Edit Coverage** to make changes)
2. Click **Complete Enrollment** once all elections have been reviewed and confirmed



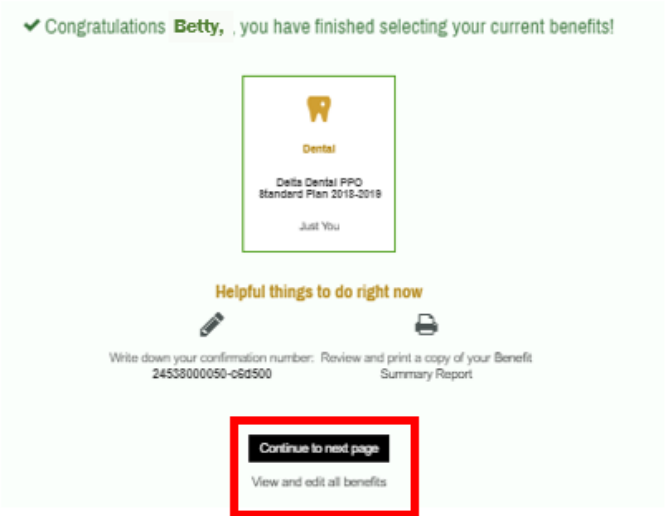
Please note:
Benefits highlighted in blue (as pictured) require a decision to elect or decline coverage in order to complete enrollment.



A pop-up message appears once you click **Complete Enrollment** indicating your benefits selections were successfully finished.

To review or edit, click:

- **Show all of my benefits** to review enrollment
- **View and edit all benefits** to make needed changes



Final steps to complete enrollment include:

- Retain a copy of your elected benefits by clicking **Review and print/save a copy of your Benefits Summary**
- Click **Continue to next page** to end the enrollment process