This quick reference outlines how to complete your dental benefit selection and other voluntary benefits in Benefitfocus. Graduate Staff benefit information is available online.

- 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)

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