

# How to Enroll



## The Enrollment Process

### New Hires/Newly Eligible

We are excited to provide our new hires and newly eligible employees with an online process to complete their benefits enrollment. Medical plan enrollment for a minimum of 18 months includes: Low Option HMO, Consumer Driven Health Plan (High Deductible Plan), or waiving medical benefits (if you are covered by a medical plan not offered by the District). Enrollment in the High Option HMO plan will become a choice during the Open Enrollment period following your completion of a minimum of 18 months of continuous employment in a benefit eligible position.

Benefit Enrollment help is always available!

Visit the HUB to find step-by-step instruction and illustration to help walk you through using PeopleSoft.

There are also video tools to make it even easier for you to learn how to use the tools and find the right spot to complete your enrollment. Short, How-to videos are available on the HUB as well. We know you have a million responsibilities and that your time is precious so we have made it as simple as possible. Visit Benefit Self Service help at:

<https://l.sdabc.net/df2h7>

## Online Benefits Enrollment: Secure, Private, and No Appointment Necessary!

### Online Enrollment

- Go to: [www.mysdabc.org](http://www.mysdabc.org)
- Log in to “PeopleSoft/My Benefits/Benefits Enrollment”
- You will need your user ID and password to enroll
  - Secure, encrypted information
  - Convenient – enroll 24/7
  - Allows your spouse to participate with you
  - Link to FAQs and providers
  - Allows online benefits election verification

### How to Obtain your User ID and Password

(NOTE: If you already access PeopleSoft or District email, use your current user ID and password).

- Go to: [www.mysdabc.org](http://www.mysdabc.org)
- Click on the Forgot/Change Password option
- Passwords must be a minimum of eight characters with uppercase and lowercase letters, contain at least one numeric character, and a symbol
- Enter your username (generally your Employee ID number)
- If you need help, call 561-242-4100 (option 2)

### Log in to PeopleSoft

- Click on “My Benefits”
- Then click on “Benefits Enrollment”