

Employee Self Service Center Instructions

IF YOU HAVE NOT USED THE STATE OF KANSAS EMPLOYEE SELF SERVICE within the last 30 days:

- Go to www.hreo.ku.edu. Click on '**2009 Open Enrollment Information**' in the Announcement section (lower left corner).
- Click on 'EMPLOYEE SELF CENTER'.
- Enter your **11-character State of Kansas Employee ID** available at the Kyou Portal <https://staff.ku.edu>, under MyEmployeeInfo, under View Paycheck after your name, or from your departmental human resources staff member. (The first digit is an alpha character, and the remaining ten digits are numeric. **Remember to capitalize the first letter.)
- If you do not remember your password from last year, click on **Forgot your password?**
- Enter your **11-character State of Kansas Employee ID** again and click **Continue**.
- Enter your **Response** to your **secret Question** and enter your **Date of Birth** in the format shown and click on **Display New Password**.
- Use this temporary password to enter the Employee Self Service Center and you will be directed to create a new password. Don't forget to Save at the bottom of the page!
- Click **Main Menu** to go to the Options page. Click on **Benefits Open Enrollment**.

If you have problems logging into the Self-Service Center, please contact the Kansas Health Policy Authority Help Desk in Topeka at 785-296-1900 or toll free at 866-999-3001, 24 hours a day from October 1 – October 31

FIRST TIME USERS OF THE EMPLOYEE SELF SERVICE CENTER: WHO HAVE NEVER COMPLETED WEB OPEN ENROLLMENT

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- First time users of the Employee Self Service Center will be able to create an initial password by **entering the first two (2) letters of your last name (lower case) followed by the last six (6) digits of your social security number**. You will then be prompted to change the password to something personal that will be retained.
- You will be prompted to update your profile by including an email address, if applicable, and setting up a secret question and answer. Follow the on-screen instructions and don't forget to save!
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