Getting Started

Logging into MyDay

MyDay is accessible via single sign on with your New School NetID through the My New School portal or using the url [myday.newschool.edu](http://myday.newschool.edu).

1. Navigate to MyNewSchool (my.newschool.edu) in your web browser and enter your NetID and password.

2. Open the apps locker located in the upper right next to your profile picture.

3. Select “MyDay” from the apps locker. You will automatically be logged into MyDay.

4. You will automatically be logged into MyDay.
Benefits Worklet

After you have logged into MyDay, you will arrive at your Home Page. The Benefits worklet is accessible from your Home Page and gives you access to change and view your benefit elections and contributions based on your eligibility for various benefits plans provided by The New School.
View Your Current Benefit Elections

From the Home Page:

1. Select the Benefits worklet:

2. Click Benefit Elections.

3. Review a current and comprehensive chart of your benefit elections and costs.

4. Use the Excel or Print Icon to export your benefits statement for filing or printing.

5. Click the MyDay Icon in the banner to return to your Home Page.
Navigate to Open Enrollment Event

During open enrollment, you will receive an Open Enrollment task in your inbox. To complete your open enrollment:

1. From your MyDay Home Page, select the inbox icon.

2. From the tasks displayed at left, select the Open Enrollment Change task for 01/01/2018.

   a. In the event that you have other open benefit events in your inbox, you will not be able to access the Open Enrollment Change task event until you have taken action on those benefit related inbox items.

3. When you select the Open Enrollment Change Task event, it will display larger in the preview panel to the right. From here you will be able to make your elections.
Benefits:
Navigate Open Enrollment

Each screen will have help text to guide you. PLEASE READ IT CAREFULLY.

Adding Dependents to Health and/or Dental

If you elect or modify a health or dental plan, you can also add dependents.

From the Health Care Elections Table:
Benefits:  
Navigate Open Enrollment  

1. Click the prompt icon in the desired field in the Coverage column.

![Coverage](image)

2. Make a selection from the list that displays. Keep in mind that Employee + Dependents includes spouse.

![Employee + Dependents](image)

3. Click the prompt icon in the Enroll Dependents column.

![Enroll Dependents](image)

4. Select Existing Dependents to add a person that is already in MyDay, or Add My Dependent from Enrollment to add a new dependent. Complete all required information.

![Existing Dependents](image)

   a. If you select existing, you will be prompted to choose a dependent you have already entered in the system. Additional information may be required.

   b. To add a new dependent, select Add My Dependent From Enrollment and follow instructions that follow.

Add New Dependent from Enrollment

After selecting Add My Dependent From Enrollment, you be brought to the following screen:
5. Fill out all fields. Hit the OK button.
6. On the following screen, be sure to fill out all fields marked with a red asterisk and include any other information you may have.
7. Hit the OK button. You will be returned to the Open Enrollment Change Task event. This dependent will now be available for any other coverage changes you elect.

**Reading Error Messages**

If there is a critical error, you will receive a hard warning message. An error must be corrected to move forward in the open enrollment process.

To address errors:

1. An error notification will appear on the right hand side of your screen as well as around the field that needs to be corrected.
2. Click on the error message to reveal field level text that will help guide you. Also, refer to Help Text for further instruction.

3. Make corrections as necessary. Hit continue.

Continue

Continue through the remaining screens, reading the help text and making any necessary elections or changes.
Save for Later

At any point in the open enrollment process you can select the save for later button. Any changes you have made will be saved. The open enrollment event will remain in your inbox and can be resumed at any point during open enrollment. Hitting the cancel button will have the same effect.

Benefit Elections Review for Open Enrollment

Once you have reached this screen you will have elected or waived all of your open enrollment election options. Please review those elections and the help text carefully.

1. To review your elections refer to the Elected Coverages section.

<table>
<thead>
<tr>
<th>Benefit Plan</th>
<th>Coverage Begin Date</th>
<th>Deduction Begin Date</th>
<th>Coverage</th>
<th>Calculated Coverage</th>
<th>Dependents</th>
<th>Beneficiaries</th>
<th>Employee Cost (Bi-weekly)</th>
<th>Employer Contribution (Bi-weekly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical - United Healthcare EPO Choice and Vision</td>
<td>01/01/2017</td>
<td>12/26/2016</td>
<td>Employee Only</td>
<td></td>
<td></td>
<td></td>
<td>$34.21</td>
<td>$312.30</td>
</tr>
<tr>
<td>Dental - Delta Dental PPO Delta Dental PPO</td>
<td>05/01/2016</td>
<td>04/18/2016</td>
<td>Employee Only</td>
<td></td>
<td></td>
<td></td>
<td>$1.73</td>
<td>$19.11</td>
</tr>
<tr>
<td>Healthcare FSA - EBPA Health Care FSA</td>
<td>01/01/2017</td>
<td>12/26/2016</td>
<td>$250.00 Annual</td>
<td></td>
<td></td>
<td></td>
<td>$9.62</td>
<td>$19.11</td>
</tr>
<tr>
<td>Supplemental Life Insurance - Employee - The Standard (Employee)</td>
<td>01/01/2017</td>
<td>12/26/2016</td>
<td>2 X Salary</td>
<td>$90,000.00</td>
<td></td>
<td></td>
<td>$2.49</td>
<td>$314.54</td>
</tr>
</tbody>
</table>

2. Click the arrow to review Waived Coverages.
Attach Supporting Documents

If you newly added a dependent (or multiple dependents) to a New School health and/or dental plan you must attach verification of your relationship with each dependent that was added. Please note that MyDay accepts PDF, JPEG, and PNG file format. To add documentation:

1. Click the Add Row (the +) icon to add an attachment (click the + icon multiple times to add multiple attachments).

2. Click Attach to find the file.

3. Select the file you want to attach.

4. Enter comments, as needed.

Complete Your Enrollment

1. Check the “I agree” box to confirm your electronic signature.
# Benefits:
## Navigate Open Enrollment

### Electronic Signature

**PLEASE READ**

Your "Electronic Signature" will serve as your confirmation of the accuracy of the information being submitted. This signature is the equivalent of a manual signature you have read and understand the provisions of each plan you are enrolled in and authorize the university to make any applicable deductions from your pay. All benefits are determined by the Benefits Team. Applicable plan documents and collective bargaining agreements will determine the rights and responsibilities of members and will govern in the description of the plan.

If you have newly enrolled on a medical plan with United Healthcare, please review our [COBRA Rights Notice](#) and [Notice of Privacy Practices (HIPAA)](#) and maintain copies.

If you have newly enrolled on a dental plan with Delta Dental, please review our [COBRA Rights Notice](#) and [Notice of Privacy Practices (HIPAA)](#) and maintain copies.

I Agree 🆓

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2. Click submit. A confirmation page displays.

3. Click the Print button to generate a PDF version for your records.

## Change Open Enrollment

You are able to access the Open Enrollment Event (even after it has been submitted) and make changes as many times as necessary during the open enrollment period (until Monday, November 20). Follow the instructions below to access and resubmit the Open Enrollment Benefit Event.

**To change elections:**

1. From the Home Page, navigate to the benefits worklet.

2. From the benefits worklet, select Change Open Enrollment button.
3. You will be able to complete the open enrollment event again.

All Open Enrollment submissions are subject to review from the Benefits Team. You will receive an email if additional information is necessary.

Questions?
If you have questions regarding your benefits and options, please contact the Benefits Team at BenefitsHelp@newschool.edu or call 212-229-5671 ext. 4942.

If you have questions regarding MyDay, please contact MyDay Help at http://mydayhelp.newschool.edu or call 212-229-5671 ext. 6939