



ENROLL IN MSU BENEFITS THROUGH **BENEFITFOCUS**[®]

GETTING STARTED: Log on to <https://murraystate.hrintouch.com/>



Welcome to Murray State HR InTouch!

Once you log in, you will find a helpful website with interactive tools and videos to help you learn more about your benefits and other topics of interest. Using HR InTouch, we hope that you will find everything you need to choose well & live well and make better benefit decisions.

Newly hired faculty and staff, please note your benefit elections are time sensitive. You have until **30 days** after your hire date to make and submit your elections. If you do not complete this process by the deadline, your benefits will be waived until the next open enrollment period.

FirstTime Users: Accessing the System and Registering

1. Click "Create an account."
2. You will be asked to verify: Last Name, Date of Birth, Last 4 digits of your Social Security Number.
3. Create a unique username and password.
4. Select your three security questions and answers.
5. You must complete your "To Do List" prior to enrolling in your benefits.

Forgot your username and/or password?

1. Click "Can't access your account."
2. Select help for your password or username.
3. You will be asked to verify: Last Name, Date of Birth, Last 4 digits of your Social Security Number.
4. Select your verification method - via security question, email or text.
5. A 6 digit passcode will be provided for your credentials to be refreshed.



Log-on to the benefits portal by selecting *Create an account*

You will be asked to verify:

- Last Name
- Date of Birth
- Last 4 digits of your Social Security Number (SSN)

Create your username and password. Your new password should be confidential and easy to remember.

Select your three security questions and answers.

Complete your To Do List. Before you can enroll in your benefits, you must complete the acknowledgement within the "To Do List."

Select Enroll Now to make your benefits elections.

Revise your completed benefits elections for up to 30 days after your hire date. After that time you will have to follow the change in status process to revise selections.

Please note your benefit elections are time sensitive. You have until 30 days after your hire date to make and submit your elections. If you do not complete this process by the deadline, your benefits will be waived until the next open enrollment period.

Download Benefitfocus on your device for quick access to your benefits information: