

2010 Benefits Open Enrollment Instructions for Self-Service Online Enrollment

1. Go to MCCSC Website – www.mccsc.edu
2. Click on “2010 Benefits Open Enrollment”
3. Link should direct you to www.commonbenefits.com.
4. Click on Select Company.
5. Select Monroe County Community School Corporation
6. Click on Employee login.
7. On the left it says New User. Click on Create New Account.
8. Enter your last name, your social security number and your date of birth

Please create your account by submitting the following information:

Last Name

SSN - -

Date of Birth

Submit

Cancel

9. The system will return a new screen with your name

[Welcome] Hank W. Aaron,

[Please select an account name and a password that will be used to authenticate you on this site:]

Account Name

New Password

Password length is between 8 and 16 characters

Confirm New Password

[Create Account]

10. Enter an account name and password and confirm the password and then click create account.
11. Go through the online enrollment system step by step. Use the “Coach” for assistance.

**BE SURE TO CONFIRM AND VERIFY YOUR PERSONAL INFORMATION
AND BENEFIT COVERAGE FOR EACH SECTION**