**Welcome to the first step of accessing our new Benefits Enrollment site in Employee Space!**
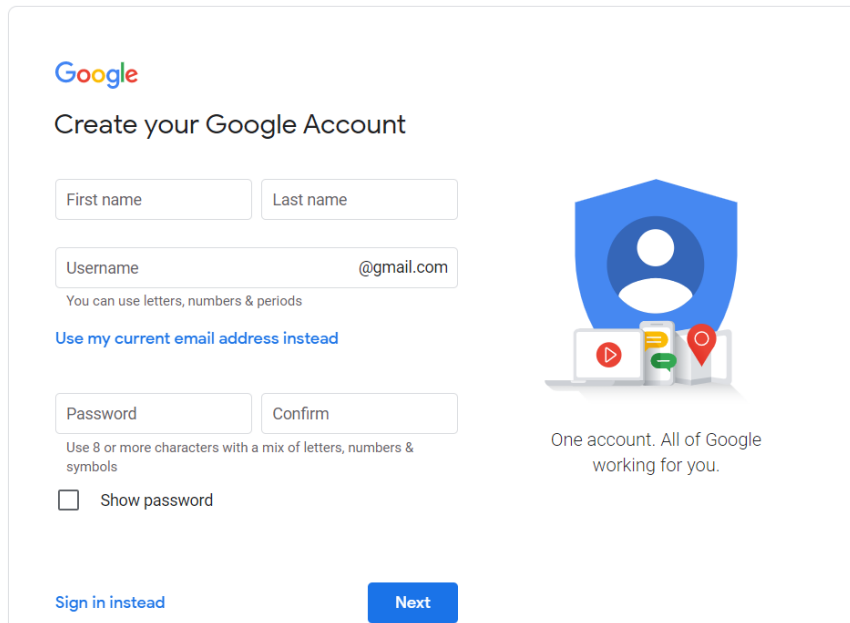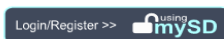
If you do <u>not</u> have a state network user name (e.g. firstname.lastname@state.sd.us) you will need to do a one-time registration to sign into Employee Space to enroll in benefits.

1.  You will need to have an email address.

    •   If you have an assigned email or personal email continue to step #2.

    •   If you do not have an email address, you will need to create one. The easiest way to do this is to create a Gmail account through Google. If you are not sure how to do this, go to Google.com and search for "create a Gmail account." This will get you started!
        Click here to go to the Google Account Creation page.



2.  Please click here https://benefitsregistration.appssd.sd.gov to begin the one-time registration process. Then, click the 'Login/Register mySD' button.

3. Next, you will see a sign in screen.  If this is your first time to mySD, click 'Sign up now' and continue following the outlined steps.
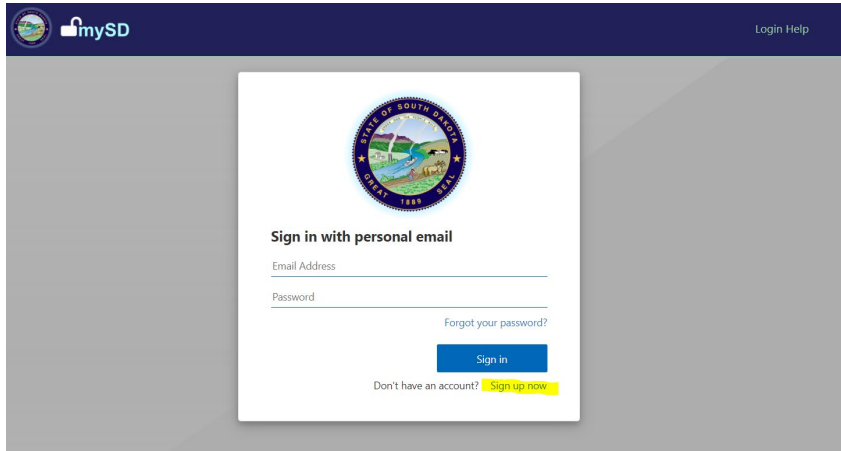


4. Next, you will see a screen that instructs you to enter your email address.  This is where you would enter your assigned email or personal email.  Then click the 'Send verification code' button.
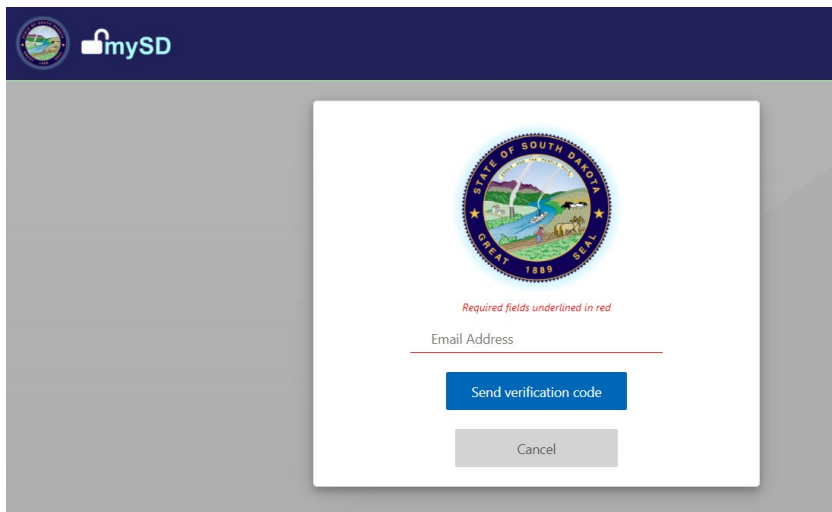
5.  A verification code has been sent to your email address you entered. Per the registration instructions, within the next 20 minutes, copy and paste the code into the 'Verification code' line on the screen. Then click the 'Verify code' button.
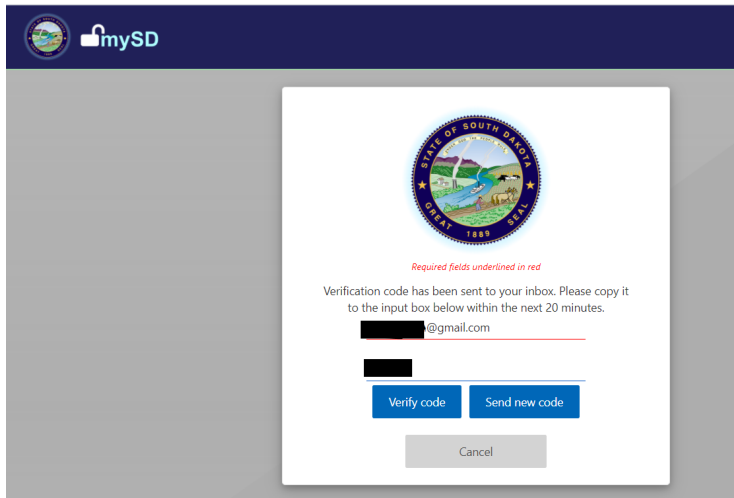


6.  Next, continue the registration process by entering a password, a display name (which simply means how you want your name to appear), and your first name and last name. All other fields are optional. Then click the 'Create' button.
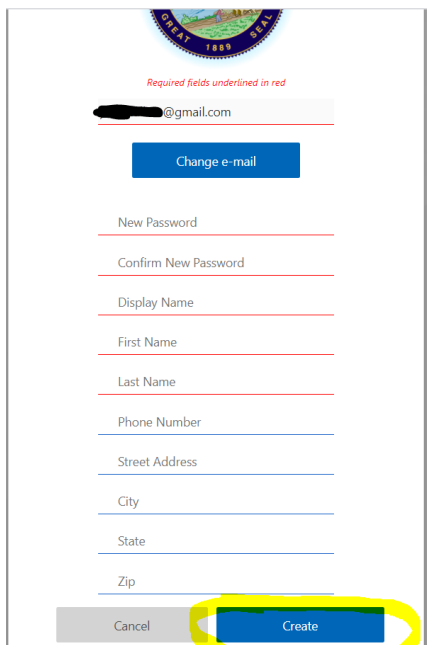
7. To complete your account registration, enter your last four digits of your Social Security Number and your Date of Birth. Then click on the "Submit" button.
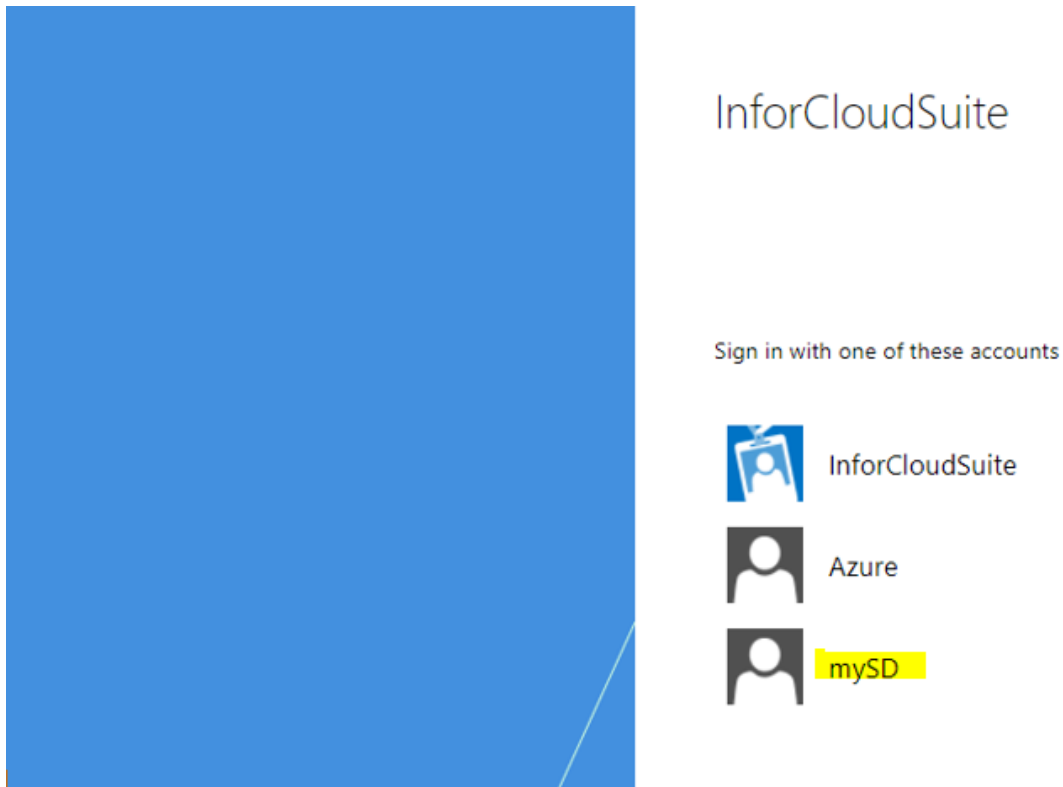


8. You should see the message "You have successfully registered and the account has been verified. You will receive an email from DoNotReply@state.sd.us when your Employee Space account setup has finished. Please note, this may take a couple hours or if registered after business hours it may be the next business day." Then, click 'Sign out'.

9.  After you receive the email that your Employee Space account setup has finished, click on your open enrollment link in the email notification from noreply-cloudnotification@infor.com.  Be sure to **use Google Chrome as your web browser**.

10. On the InforCloudSuite page click the 'mySD' button.



11. You will need to Sign in with your Email Address and Password you registered with mySD.  Then click the 'Sign in' button.
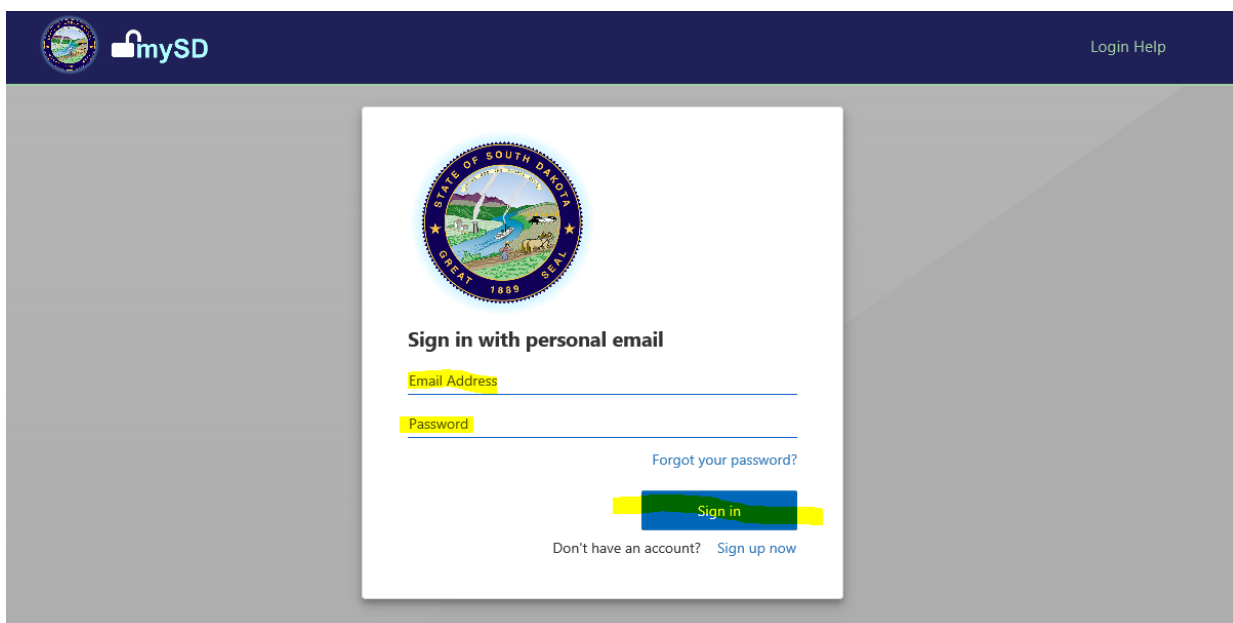
12. If you have successfully signed into Employee Space you should see something similar to this with your name and unique employee number.
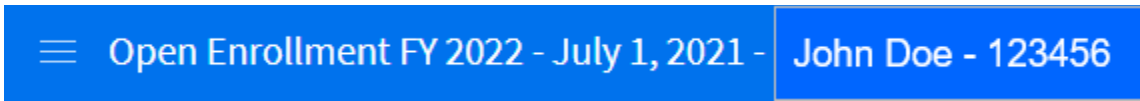


13. You can now begin making your open enrollment elections. Information on navigating the new system can be found in the video on the Instructions page or at https://bhr.sd.gov/FY22OE/.