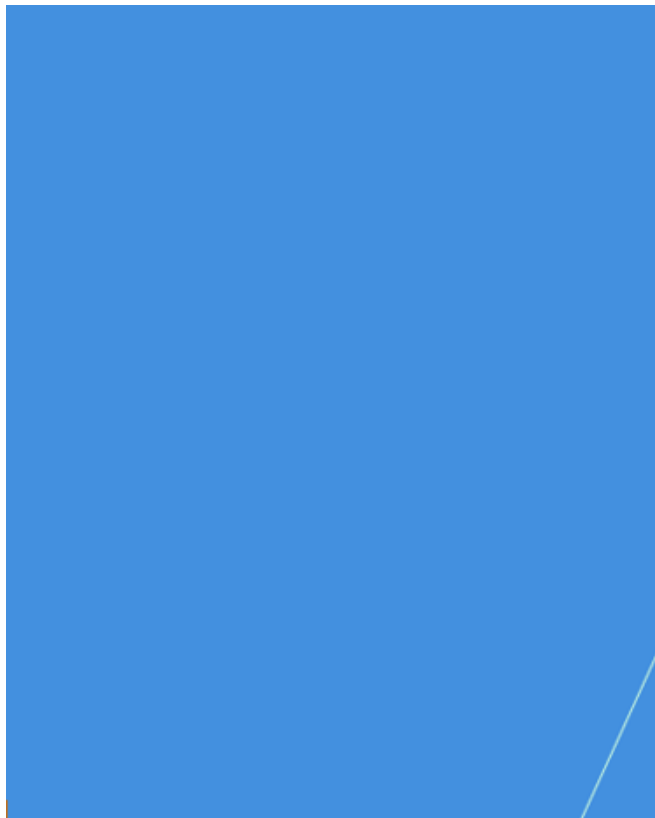


Welcome to the first step of accessing our new Benefits Enrollment site in Employee Space!

If you have a state network user name (e.g. firstname.lastname@state.sd.us) follow these instructions to sign into Employee Space to enroll in benefits.

1. **Using Google Chrome as your web browser**, click on your open enrollment link in the email notification from noreply-cloudnotification@infor.com.
2. On the InforCloudSuite page click the 'Azure' button.



InforCloudSuite

Sign in with one of these accounts



InforCloudSuite



Azure



mySD

- You will either need to Sign in with your state network user name or pick the account with your user name listed. Then click the 'Next' button.

The screenshot shows the login interface for the South Dakota Bureau of Information & Telecommunications. On the left, the 'Sign in' section features the BIT logo, a text input field containing 'firstname.lastname@state.sd.us', a 'Next' button, and a 'Sign-in options' link. Below this is a grey box with a disclaimer: 'This system may contain information which is restricted to authorized users only. Unauthorized access, use, misuse, or modification of this computer system or of the, data contained herein or in transit to/from this system constitutes a violation of, Title 18, United State Code, Section 1030, and may subject the individual to criminal, and civil penalties pursuant to Title 26, United State Code, Sections 7213, 7213A, (the Taxpayer Browsing Protection Act), and 7431.' On the right, the 'Pick an account' section shows the BIT logo and three account options: 'Doe, John Connected to Windows', 'firstname.lastname@state.sd.us' (highlighted in yellow with a red arrow pointing to it), and 'Use another account'.

- Enter your state network user name and the password you use to login to your computer. Then, click the 'Sign in' button.

The screenshot shows the 'Sign in with your organizational account' form for the State of South Dakota. It features a blue vertical bar on the left, the text 'State of South Dakota', and the heading 'Sign in with your organizational account'. Below the heading are two input fields: the first contains 'firstname.lastname@state.sd.us' and the second is labeled 'Password' and is highlighted in yellow. A blue 'Sign in' button is positioned below the password field.

5. Click Yes to stay signed in.



Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

This system may contain information which is restricted to authorized users only. Unauthorized access, use, misuse, or modification of this computer system or of the, data contained herein or in transit to/from this system constitutes a violation of, Title 18, United State Code, Section 1030, and may subject the individual to criminal, and civil penalties pursuant to Title 26, United State Code, Sections 7213, 7213A, (the Taxpayer Browsing Protection Act), and 7431.

6. If you have successfully signed into Employee Space you should see something similar to this with your name and a unique employee number.

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7. 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/>.