

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

If you do **not** 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.



If you do not 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](#), [Manager Space](#), or [HR portal](#).

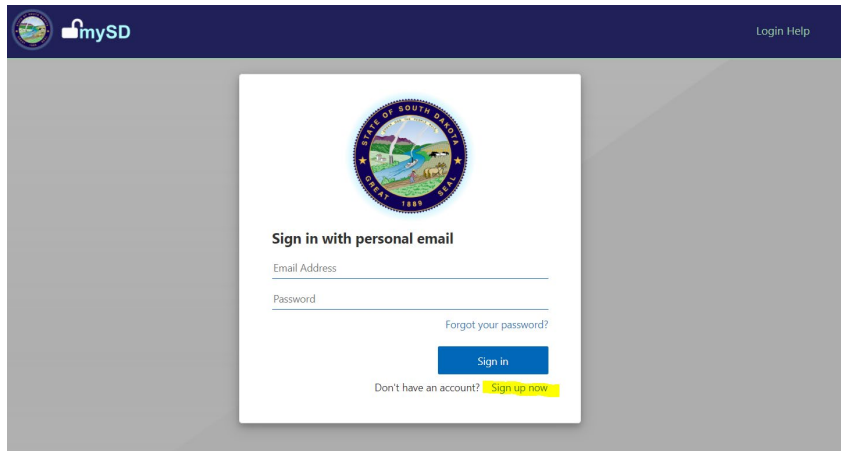
- Board of Regent employees (those paid monthly) will only use Employee Space, which will be used to enroll in benefits.
 - You may use your university assigned email address or a personal email address to register.
- Central employees (those paid semi-monthly) will use Employee Space / Manager Space and HR portal to manage your personal information, including enrolling in benefits, viewing paystubs, updating your address, applying for jobs, and hiring manager access to applications.
 - You may use an assigned email address or personal email address to register.
 - **If you have a state network user name you do not need to register and can go directly to one of the space links above.**

To begin, click the ‘Login/Register>>using mySD’ button.

*Note - If you do not have a personal email address, you will need to create one. The easiest way to do this is to create a Gmail account through Google. To create a Gmail account go [here](#).

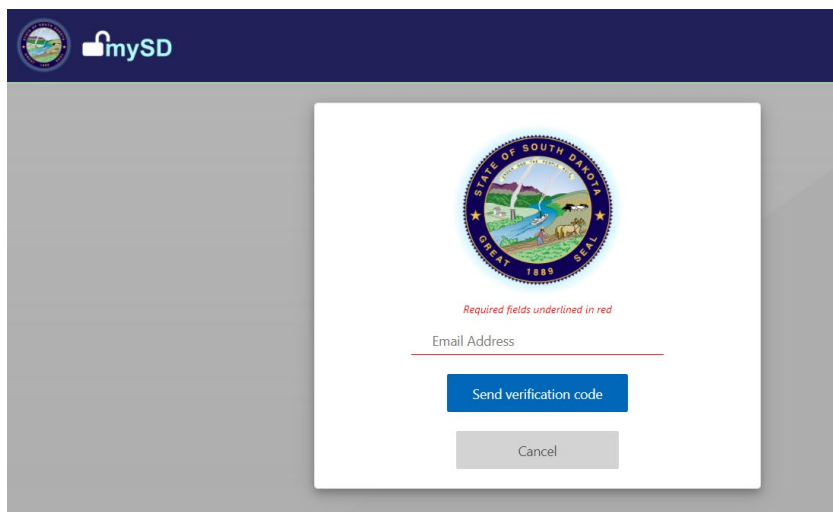


- Next, you will see a sign in screen. If this is your first time to mySD, click 'Sign up now' and continue following the outlined steps.



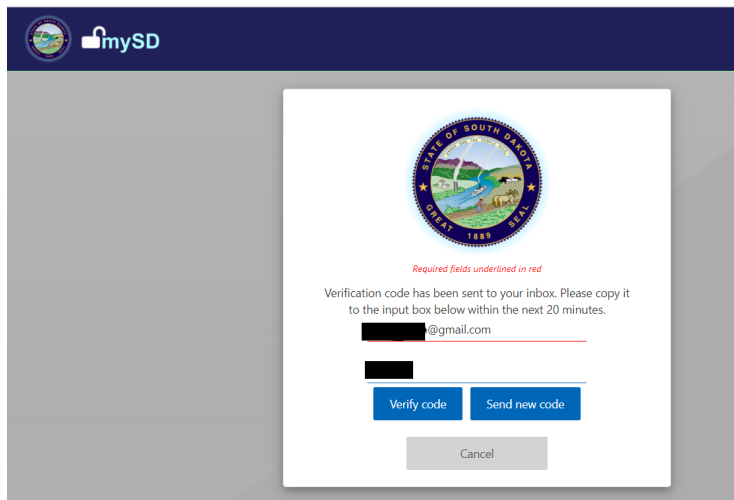
The image shows the mySD sign-in interface. At the top, there is a dark blue header with the mySD logo on the left and 'Login Help' on the right. The main content area is white and features the State of South Dakota seal at the top. Below the seal, the text 'Sign in with personal email' is displayed. There are two input fields: 'Email Address' and 'Password'. A link 'Forgot your password?' is located below the password field. A blue 'Sign in' button is positioned below the input fields. At the bottom, there is a link 'Don't have an account? Sign up now' where 'Sign up now' is highlighted in yellow.

- 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.



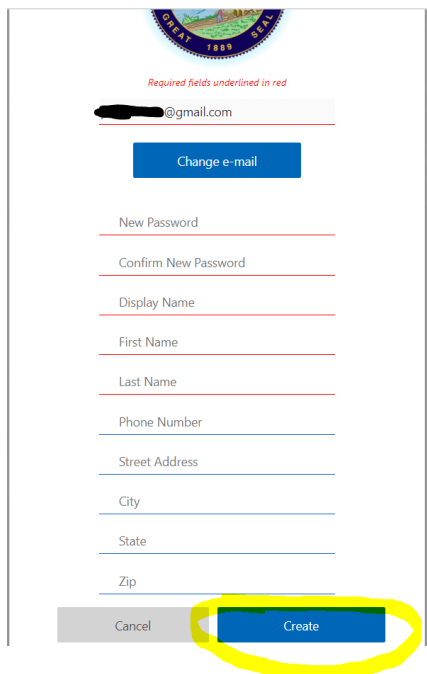
The image shows the mySD email verification screen. It has the same dark blue header with the mySD logo and 'Login Help'. The main content area is white and features the State of South Dakota seal at the top. Below the seal, the text 'Required fields underlined in red' is displayed. There is one input field: 'Email Address'. A blue 'Send verification code' button is positioned below the input field. A grey 'Cancel' button is positioned below 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.



The screenshot shows the 'mySD' logo in the top left corner. The main content area features the Great Seal of the State of South Dakota. Below the seal, a message states: 'Verification code has been sent to your inbox. Please copy it to the input box below within the next 20 minutes.' There are two input fields: the first contains a redacted email address followed by '@gmail.com', and the second is empty. Below these fields are three buttons: 'Verify code' (blue), 'Send new code' (blue), and 'Cancel' (grey).

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.



The screenshot shows a registration form with the Great Seal of the State of South Dakota at the top. A message indicates: 'Required fields underlined in red'. The form includes an email address field (redacted) with a 'Change e-mail' button. Below this are several input fields: 'New Password', 'Confirm New Password', 'Display Name', 'First Name', 'Last Name', 'Phone Number', 'Street Address', 'City', 'State', and 'Zip'. The 'New Password', 'Confirm New Password', 'Display Name', 'First Name', and 'Last Name' fields are underlined in red. At the bottom are 'Cancel' and 'Create' buttons, with the 'Create' button highlighted by a yellow circle.

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.



To complete your account registration, enter your information below. Then click the 'Submit' button.

Last four digits of SSN *

Date of Birth *

Submit

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8. You should see the message “You have successfully registered and the account has been verified. The setup is in progress. 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.” Click ‘Sign out’. You must now WAIT until you receive an email before you can enroll in benefits.



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.

Manager Space and HR Portal will be available the following day.

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9. In the email you receive that your Employee Space account setup has finished, click the Employee Space link using Google Chrome as your web browser.

From: DoNotReply <DoNotReply@state.sd.us>
Sent: |
To:
Subject: Benefit Registration is Now Complete

Your benefit registration setup has been completed.

- You can now begin using **Employee Space** to manage your personal information, including enrolling in benefits.
 - If you have an enrollment notification email from noreply-cloudnotification@infor.com, please return to the [Login Information for Non-State Network Users](#) directions and continue with step 9.
 - If you do not have an enrollment notification email from noreply-cloudnotification@infor.com, please return to the [Employee Space for Non-State Network Users](#) directions and continue with step 9.
- Manager Space** will be available tomorrow for employees paid semi-monthly. This space is not available for Board of Regent employees.
- HR portal** will be available tomorrow for employees paid semi-monthly. This space is not available for Board of Regent employees.

If you have further questions, please contact the Bureau of Human Resources at 605.773.3148

10. Click Proceed to Employee Space.



Employee Space is where current state employees look at job openings, apply for jobs, update contact information, and review paystubs, and enroll in benefits. After you log into Employee Space, you should review your profile and update it as needed.

How to Login - **READ CAREFULLY**:

InforCloudSuite

1. **State Network Account Users**

If asked to login and you have a state network account, you must use the Azure option as you would for other state single sign on applications where:

- Your login ID is your state email address
- Your password is your state network password

Sign in with one of these accounts



InforCloudSuite



Azure **Employees with State Network Account**



mySD **Employees without State Network Account & registered with personal email**

Please take time to review the Employee Space Quick Reference Guide to familiarize yourself with the system. If you have any questions or need assistance, contact the Bureau of Human Resources at careers@state.sd.us or call 605.773.3148.

Proceed to **Employee Space**

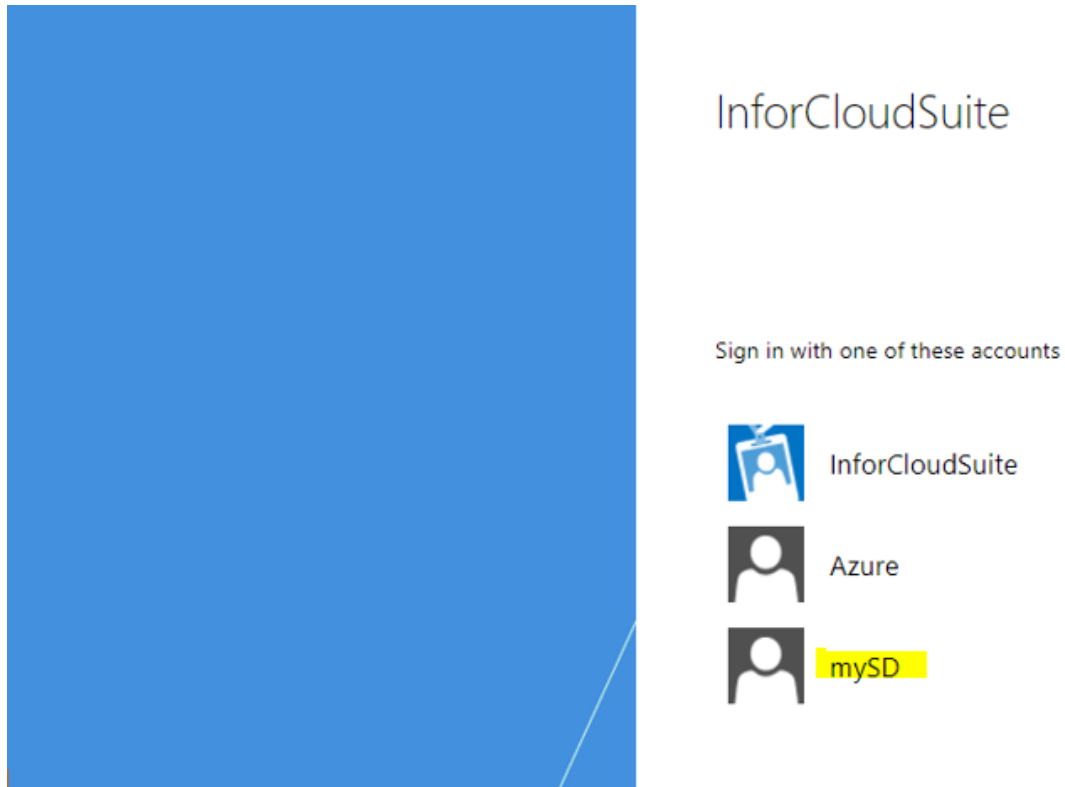
[Employee Space Quick Reference Guide](#)

For questions about employee benefits, email benefitswebsite@state.sd.us

Where to find and edit information:

Function	Employee Space	HR Portal	TKS	Manager Space
View Leave Balances	no	YES	YES	YES
Change Address	YES	no	no	no
Apply for Jobs	YES	no	no	no
View Job Applications	YES	no	no	YES
Update Direct Deposit	YES	YES	no	no
Update W4	YES	YES	no	no
View Paystubs	YES	YES	no	no
View W-2	no	YES	no	no
Enter Leave Slip	no	no	YES	no
View Employee Information	YES	YES	no	YES
Approve Leave	no	no	YES	no
Enroll in Benefits	YES	no	no	no
Guides	ES Guide	HR Portal Guide		MS Guide Proxy Management Guide Disposition Guide Disposition Video

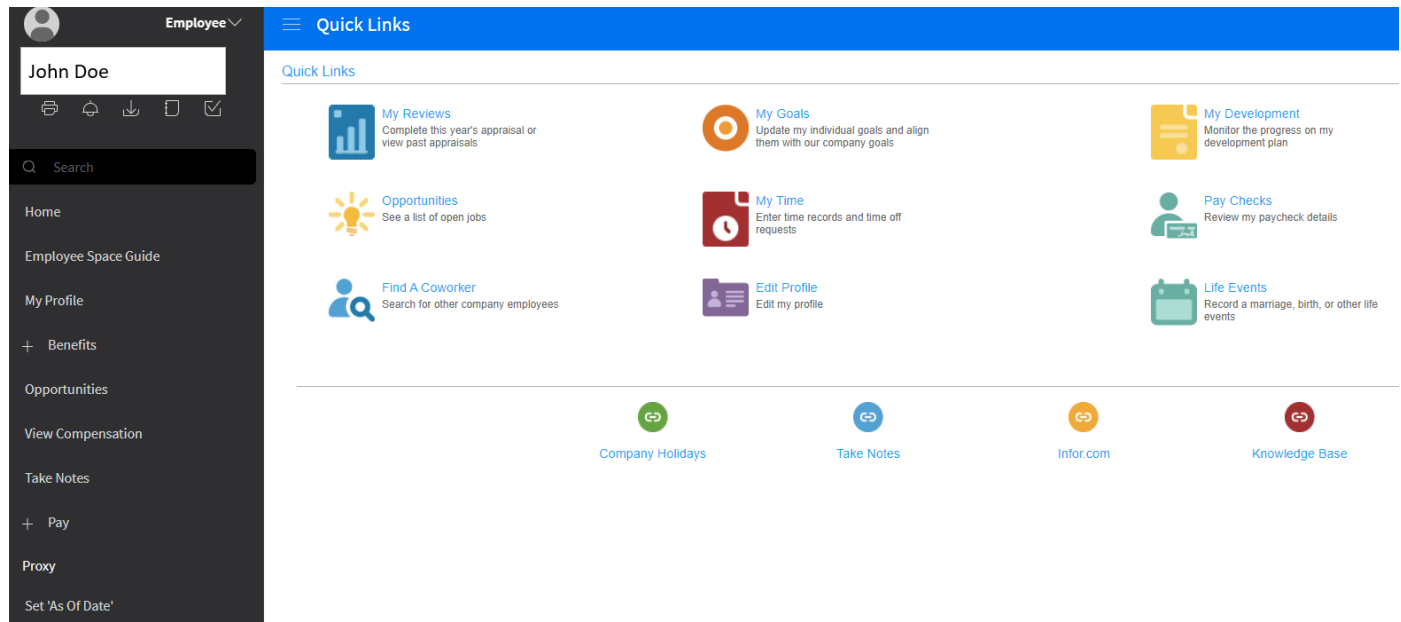
11. On the InforCloudSuite page click the 'mySD' button.



12. You will need to Sign in with your Email Address and Password you registered with mySD. Then click the 'Sign in' button.

The image shows the mySD sign-in page. At the top is a dark blue header with the mySD logo on the left and "Login Help" on the right. The main content area has a grey background. In the center is a white box containing the State of South Dakota seal. Below the seal, the text "Sign in with personal email" is displayed. There are two input fields: "Email Address" and "Password", both highlighted with yellow backgrounds. To the right of the "Password" field is a link that says "Forgot your password?". Below the input fields is a blue "Sign in" button, also highlighted with a yellow background. At the bottom of the white box, there is a link that says "Don't have an account? Sign up now".

13. If you have successfully signed into Employee Space you should see something similar to this with your name in the top left corner.



14. In the menu bar on the left, click Benefits then click Life Events. Under Current Life Events you should see a New Hire event. Double click on New Hire and you can now begin making your new hire enrollment elections.

