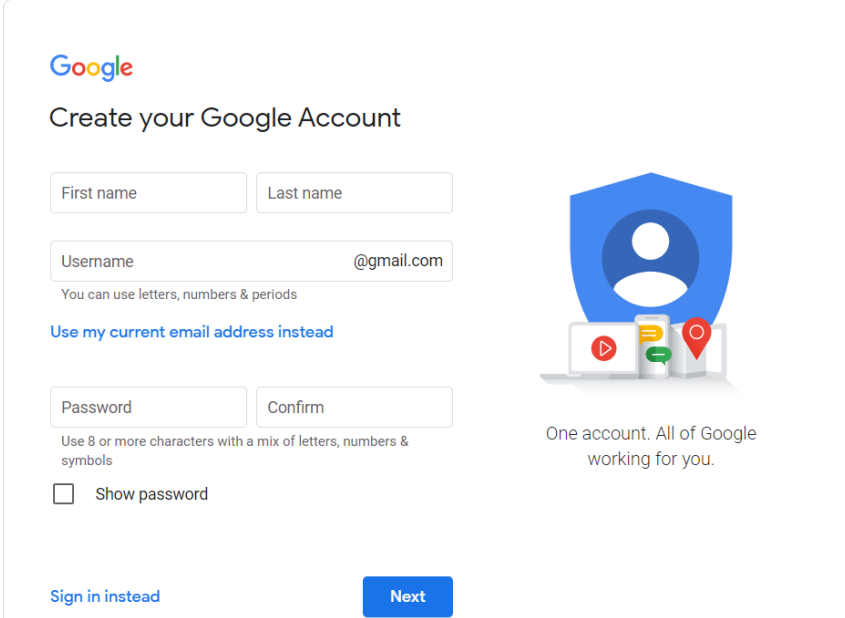


## Welcome to the first step of accessing our Benefits Enrollment site in Employee Space!

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, which will be your user name.
  - 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.



The image shows a screenshot of the Google Account creation page. At the top left is the Google logo. Below it is the heading "Create your Google Account". The form consists of several input fields: "First name" and "Last name" (two separate boxes), "Username" (with "@gmail.com" pre-filled and a note "You can use letters, numbers & periods"), "Password" and "Confirm" (two separate boxes with a note "Use 8 or more characters with a mix of letters, numbers & symbols"), and a checkbox labeled "Show password". A blue link "Use my current email address instead" is positioned between the username and password fields. At the bottom left is a link "Sign in instead" and at the bottom right is a blue "Next" button. On the right side of the form is a graphic featuring a blue shield with a white person icon, and below it, icons for YouTube, Gmail, and Maps. Below the graphic is the text "One account. All of Google working for you."

2. Using Google Chrome as your web browser, click here <https://benefitsregistration.appssd.sd.gov> to begin the one-time registration process. Then, click the Login/Register mySD button.



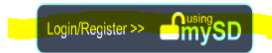
## User Access & Registration

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 a personal email address to register.

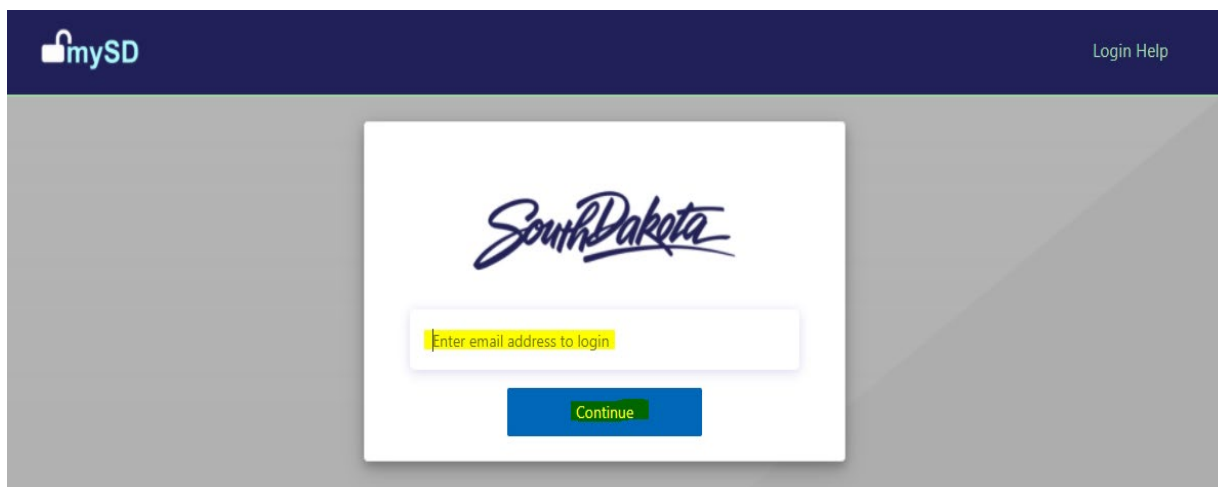
To begin, click the 'Login/Register >> using mySD' button.

\*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](#).

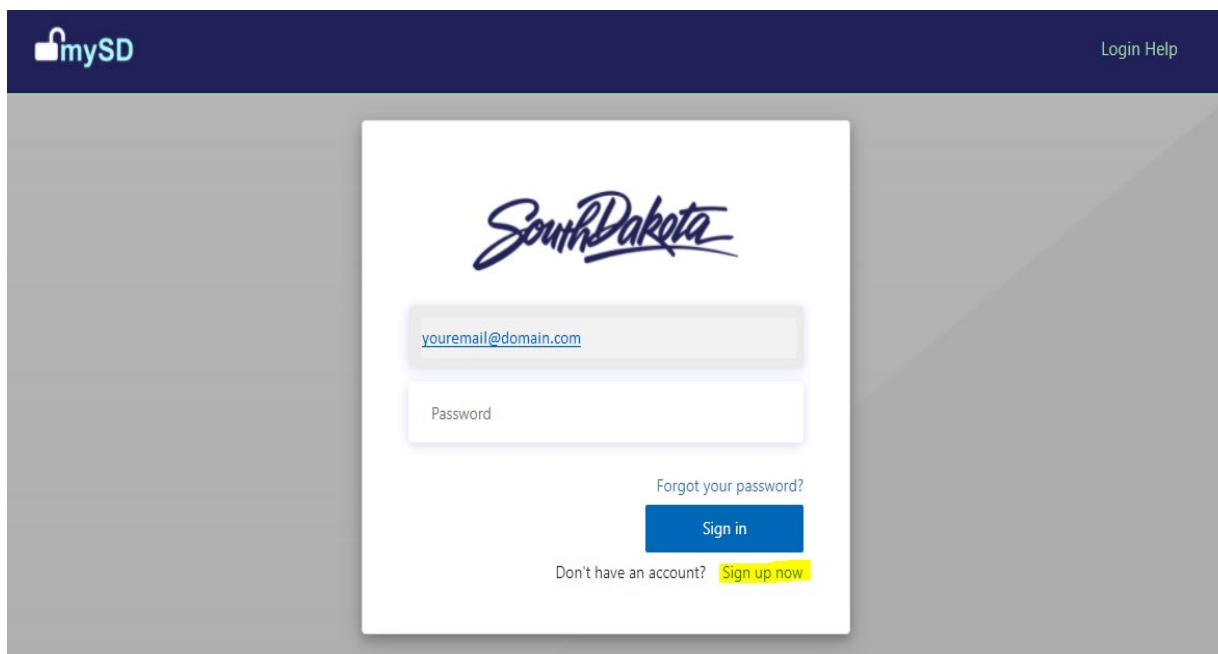


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3. Enter your email address, then click Continue.



4. If this is your first time to mySD, click Sign up now. Do not enter a password yet.



5. Click the Send verification code button.

The screenshot shows the mySD login interface. At the top left is the mySD logo, and at the top right is a 'Login Help' link. The main content area features the South Dakota logo in a script font. Below the logo is an email input field containing 'youremail@domain.com'. A yellow highlight is placed over the 'Send verification code' button. Below this are four input fields: 'New Password', 'Confirm New Password', 'First Name', and 'Last Name'. At the bottom of the form is a 'Continue' button.

6. A verification code has been sent to your email address you provided. Enter the code (within 20 minutes of receiving the code) on the second line and then click the Verify code button.

This screenshot shows the same mySD login interface as the previous one, but with a message: 'Verification code has been sent. Please copy it to the input box below.' The email input field still contains 'youremail@domain.com'. A yellow highlight is now on the 'Enter code' input field. Below it, the 'Verify code' button is highlighted in yellow, and the 'Send new code' button is in grey. The 'New Password', 'Confirm New Password', 'First Name', and 'Last Name' input fields remain, along with the 'Continue' button at the bottom.

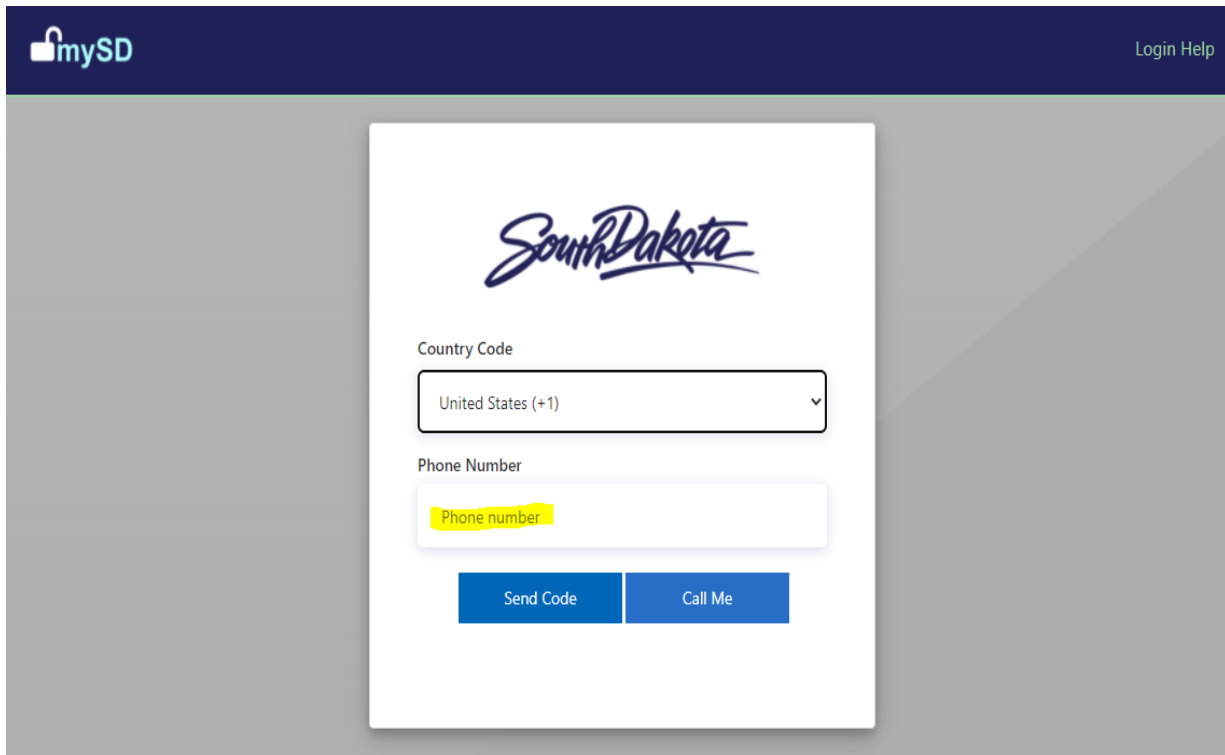
7. Enter the requested information (New Password, Confirm New Password, First Name, and Last Name) and then click the Continue button.

The screenshot shows the mySD login interface. At the top left is the mySD logo, and at the top right is a "Login Help" link. The main content area features the "South Dakota" logo in a stylized script. Below the logo, a message states: "The code has been verified. You can now continue." This is followed by a text input field containing the email address "youremail@domain.com". Below the email field are four stacked text input fields, each with a yellow highlight on its label: "New Password", "Confirm New Password", "First Name", and "Last Name". At the bottom of the form is a blue button with the word "Continue" in white text.

8. Enter the requested information (Street Address, City, State, and Zip Code) and then click the Continue button.

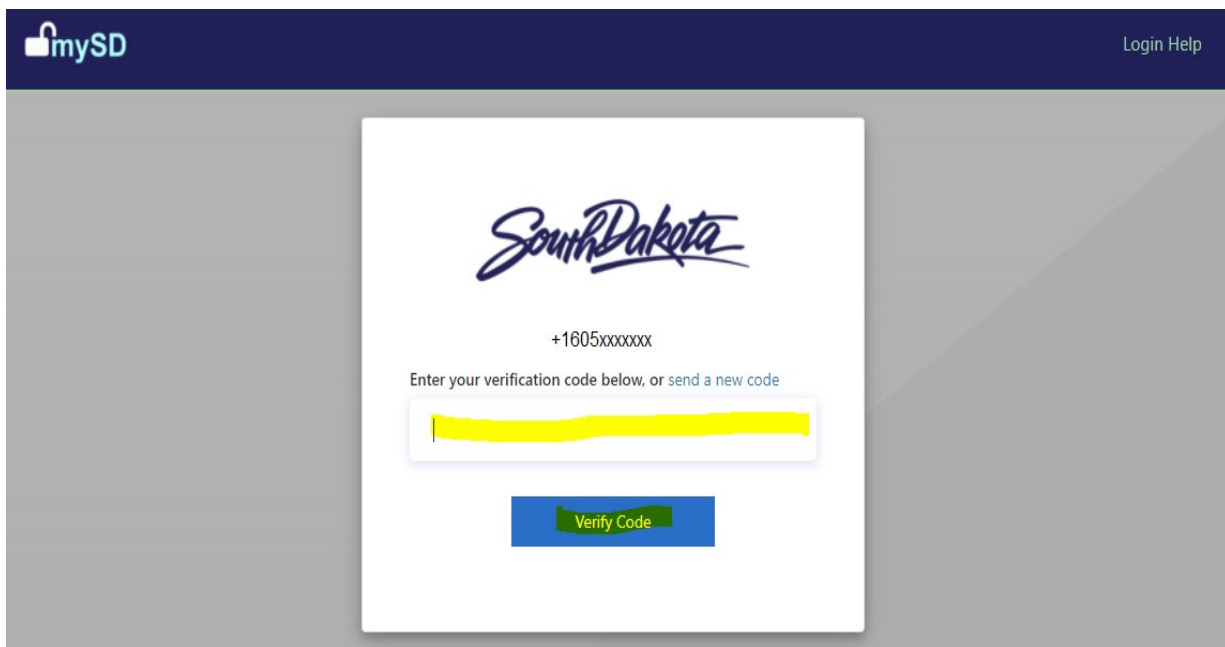
The screenshot shows the mySD login interface. At the top left is the mySD logo, and at the top right is a "Login Help" link. The main content area features the "South Dakota" logo in a stylized script. Below the logo are four stacked text input fields, each with a yellow highlight on its label: "Street Address", "City", "State", and "Zip Code". At the bottom of the form is a blue button with the word "Continue" in white text.

9. Enter your phone number with area code. Then choose one of the buttons. If you enter a mobile phone number and wish to receive a text message you may choose the Send Code button, else you can select the Call Me button. If you enter a landline phone number choose the Call Me button.



The screenshot shows the mySD portal interface. At the top left is the mySD logo, and at the top right is a 'Login Help' link. The main content area features the 'South Dakota' logo in a stylized script. Below the logo, there is a 'Country Code' dropdown menu currently set to 'United States (+1)'. Underneath is a 'Phone Number' input field with a yellow highlight over the placeholder text 'Phone number'. At the bottom of the form are two blue buttons: 'Send Code' and 'Call Me'.

10. In the step above, if you selected the Send Code button, enter your verification code and then click the Verify Code button. If you selected the Call Me button, be sure to have that phone near you. You will be asked to press the # sign to complete the verification process.



The screenshot shows the mySD portal interface for the verification step. At the top left is the mySD logo, and at the top right is a 'Login Help' link. The main content area features the 'South Dakota' logo in a stylized script. Below the logo, the text '+1605xxxxxx' is displayed. Underneath, there is a prompt: 'Enter your verification code below, or send a new code'. Below this prompt is a text input field with a yellow highlight. At the bottom of the form is a blue button labeled 'Verify Code'.

11. To complete your account registration, enter your last four digits of your Social Security Number and your Date of Birth. Then click 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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12. This completes your steps for the registration process, and the setup is in progress. You must **WAIT to enroll in benefits until you receive an email from DoNotReply@state.sd.us stating your Employee Space account setup has finished**. Please note, your notification may not be until the next business day, or longer if outside regular business hours. Click Sign out.



This completes your steps for the registration process, and the setup is in progress.

You must WAIT to enroll in benefits until you receive an email from DoNotReply@state.sd.us stating your Employee Space account setup has finished. Please note, your notification may not be until the next business day, or longer if outside regular business hours.

You may now Sign out.

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13. 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: mySD Registration is Now Complete

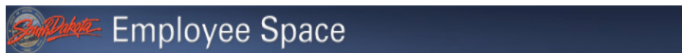
Your registration account setup has been completed. You can now begin using [Employee Space](#). When logging in you will use the mySD account. Sign in with your name and password you used to register – email address and password.

- **Board of Regent employees (those paid monthly)**
  - [Employee Space](#) is only available to enroll in benefits.
    - For benefits enrollment, return to the [New Hire Login](#) directions and continue with step 13.
- **Central employees (those paid semi-monthly)**
  - [Employee Space](#) is available to manage your personal information, including enrolling in benefits, viewing paystubs, updating your address, applying for jobs, etc.
    - For benefits enrollment, return to the [New Hire Login](#) directions and continue with step 13.
  - [HR portal](#) is available to view employee information, view leave balances, update direct deposits, etc.
    - Manager Space is for managers to view job applications and staff information.

For questions related to benefits enrollment or benefits related items email [benefitswebsite@state.sd.us](mailto:benefitswebsite@state.sd.us).

For questions related to a job application, Manager Space, or non-benefit related items email [careers@state.sd.us](mailto:careers@state.sd.us).

14. 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:**

If you are a NEW employee you will need to do a one-time MySD registration to sign into Employee Manager Space or HR Portal. Follow onscreen instruction and register [here](#).

If you have previously been logged into Employee Manager Space or HR Portal, use MySD to sign in. Enter your email address and follow onscreen instructions. Click Proceed to Employee Space.

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](mailto:careers@state.sd.us) or call 605.773.3148.

Proceed to [Employee Space](#)

[Employee Space Quick Reference Guide](#)

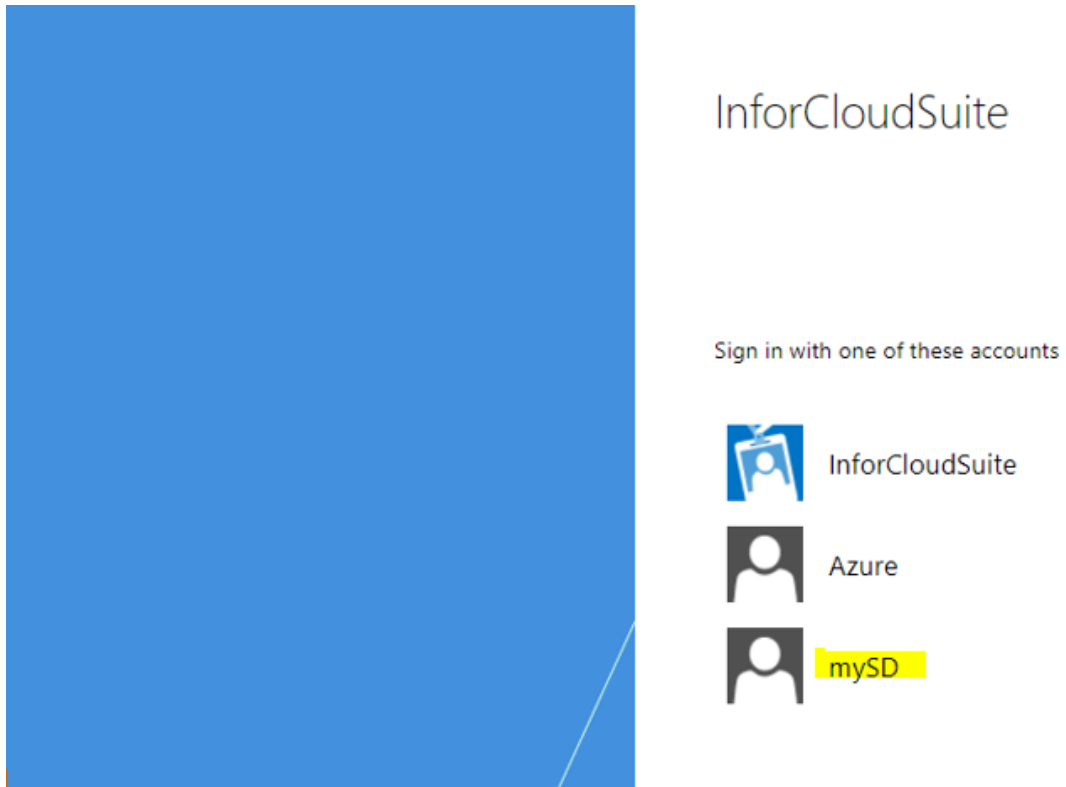
For questions about employee benefits, email [benefitswebsite@state.sd.us](mailto:benefitswebsite@state.sd.us).

**Where to find and edit information:**

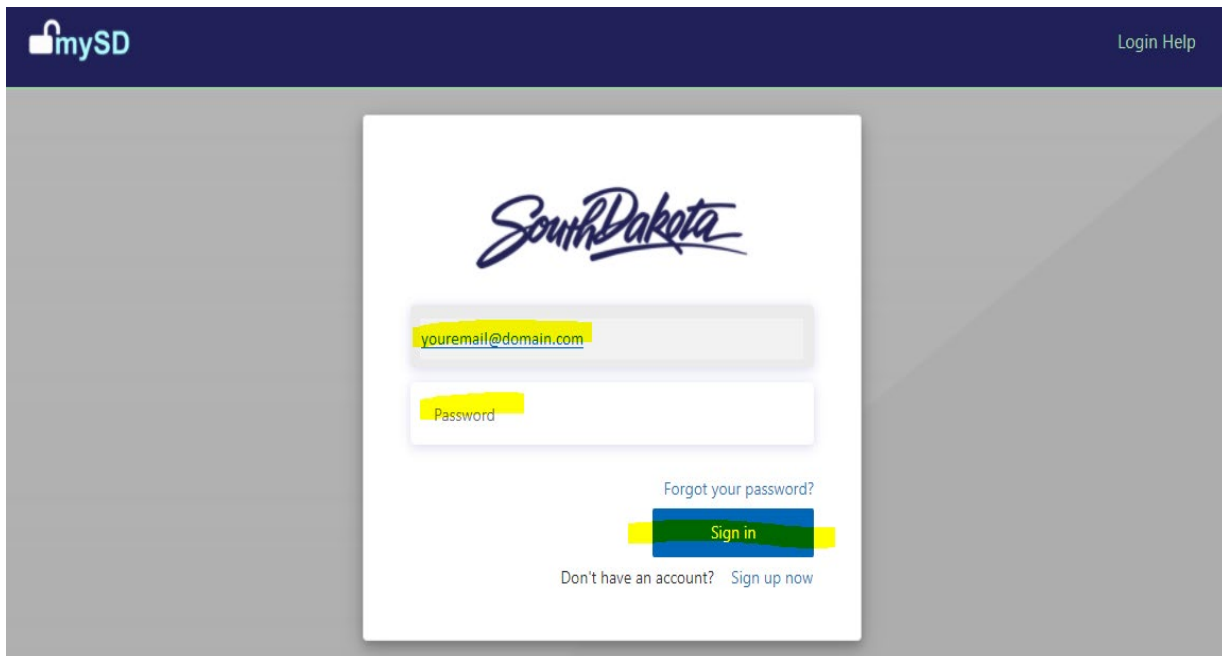
Function	<a href="#">Employee Space</a>	<a href="#">HR Portal</a>	TKS	<a href="#">Manager Space</a>
View Leave Balances	no	YES	YES	YES
Change Address	YES	no	no	no
Apply for Jobs	YES	no	no	no
View Job Applications	YES	no	no	YES
Update Direct Deposit	YES	YES	no	no
Update W4	YES	YES	no	no
View Paystubs	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	<a href="#">ES Guide</a>	<a href="#">HR Portal Guide</a>		<a href="#">MS Guide</a> <a href="#">Proxy Management Guide</a> <a href="#">Disposition Guide</a> <a href="#">Disposition Video</a>



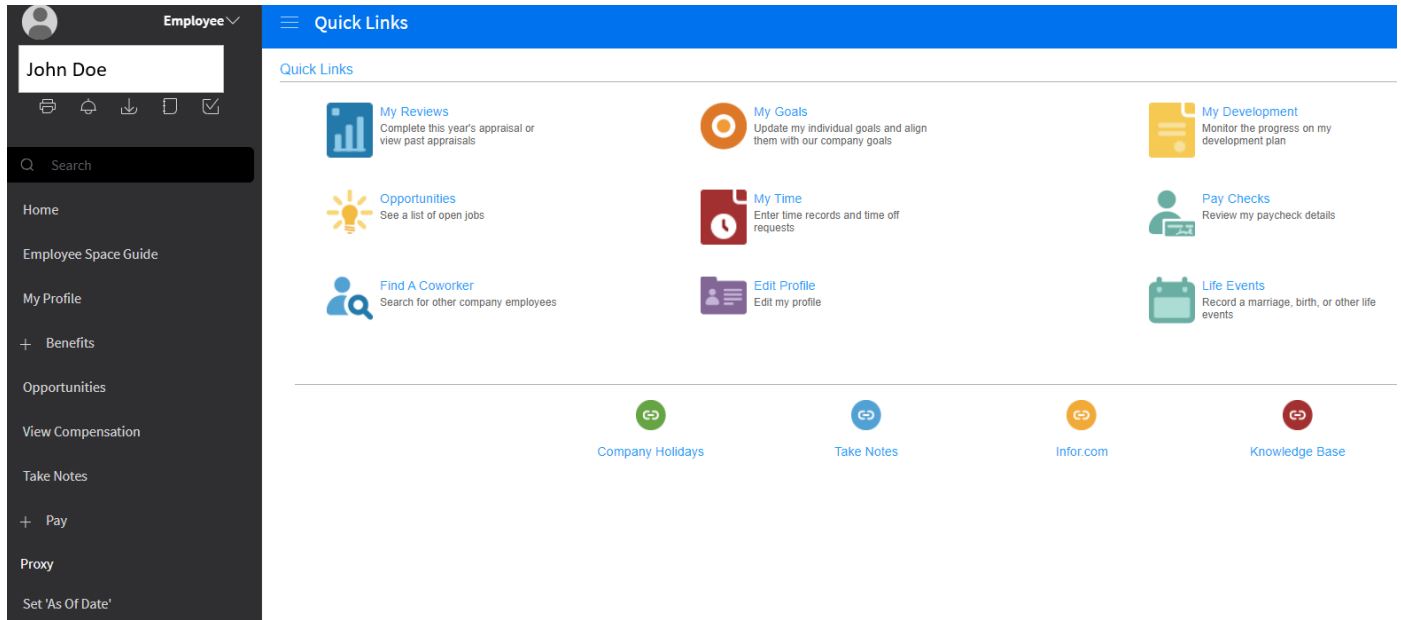
15. On the InforCloudSuite page click the mySD button.



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



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



18. 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.

