

NISD New Employee Benefits Enrollment

- Benefit enrollment is done on-line only.
- The Enrollment website is available 24 hours a day, seven days a week.
- Website: www.enrollment.com (or, some computers require you to use <https://www.enrollment.com>)

The **User Name** appears as follows: **nisd#000000** Your employee ID number goes in place of each zero (Your employee number is a six digit number. It is found on your paycheck stub.)

The **Password** is a combination of the first four letters of your last name and the last four digits of your Social Security number. If your last name has four or less letters, then enter your entire last name and the last four digits of your Social Security number. For example, Mr. Smith, whose Social Security number is 123-45-6789, would enter "smit6789" as his password.

Then you would proceed to change your password and enter the enrollment website.

- ***NEW EMPLOYEES MUST ENROLL WITHIN 30 (calendar) DAYS OF YOUR DATE OF HIRE...***

Self-Service Enrollment - Microsoft Internet Explorer provided by Northside I.S.D.

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Address <https://www.enrollment.com/SelfService/Index.asp>

Enrollment Login

UserName nisd#012345

Password *****

[Forgot password](#) [Logon Now](#)

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Address <https://releasetest.enrollment.com/SelfService/home>

TEST TEST

Contact Benefits Administrator | Logout

Home | My Benefits | Benefits Information | My Profile

Welcome, Sally Smith to Benefits Enrollment

Start Here
The options below appear based on which enrollments and changes are available for your use at this time.

New Hire Enrollment ▶
Use this link to enroll in current year benefits. You only have a set number of days to make these elections. If you do not actively enroll in current year benefits, default benefits will be assigned.

Manage Beneficiaries ▶
View and modify your beneficiary allocations for your current year benefits.

How To Manage Your Benefits
Welcome to the benefits enrollment system for Northside Independent School District! The Campus site is designed for self-service of your employee benefits. Please remember to click on ?continue? at the end of each step. The system will then save any changes you have made.

[Basic Benefit News](#)

My Benefits
View your current year benefit elections. [View](#)

Benefits Information
View documents and information on Northside's benefits options. This section might include descriptions of benefit plans, downloadable enrollment and claims forms, and carrier contact information. [View](#)

My Profile
View your personal and employment information. Tools used to make changes to your password or your dependent and beneficiary information can also be found here.

Changes to your profile must be submitted in writing to the HR Staffing Department as follows:

- Auxiliary/Classified Staff - Rachel Barron at rachelbarron@nisd.net
- Elementary Professional Staff ? Kay Ingram at kayingram@nisd.net
- All other Professional Staff ? Sheryl Falgoust at sherylfalgoust@nisd.net

[View](#)

Contact Benefits Administrator

If you have questions please call our Benefits Office (210) 397-8620.