



Enroll in MSU benefits through Benefitfocus:

Access Benefitfocus through myGate on the Employee tab in the Human Resources section.

Log-on to Benefitfocus using your myGate credentials (Single Sign On).

Complete your To Do List. Before you can enroll in your benefits, you must complete the acknowledgement within the "To Do List."

Select Enroll Now to make your benefits elections.

Revise your completed benefits elections for up to 30 days after your hire date. After that time, you will have to follow the change in status process to revise selections.

Download Benefitfocus on your device for quick access to your benefits information.

Please note your benefit elections are time sensitive. You have until 30 days after your hire date to make and submit your elections. If you do not complete this process by the deadline, your benefits

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