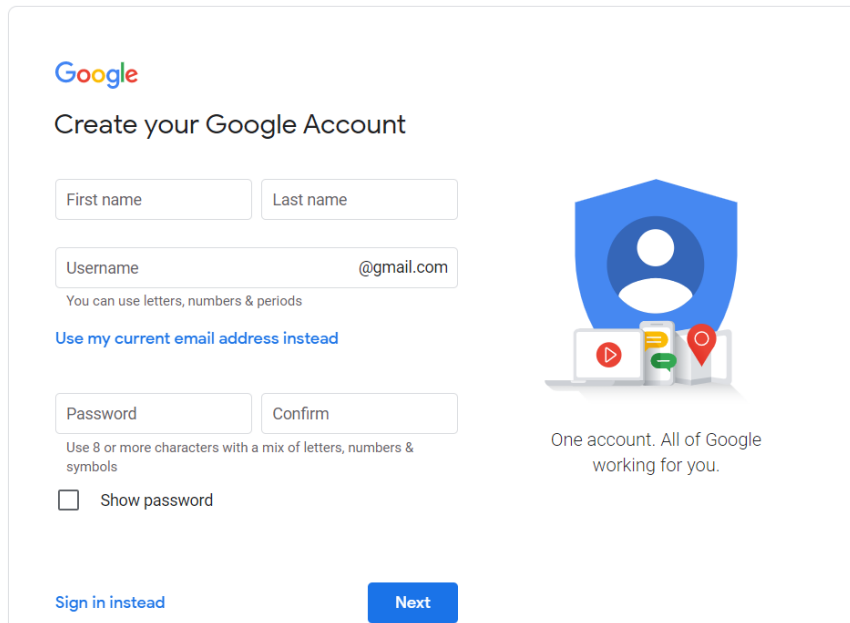


Welcome to the first step of accessing our new Benefits Enrollment site in Employee Space!

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.

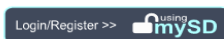


If you do not have a state network user name (e.g. firstname.lastname@state.sd.us) you will need to do a one-time registration to sign into [Employee Space](#), [Manager Space](#), or [HR portal](#).

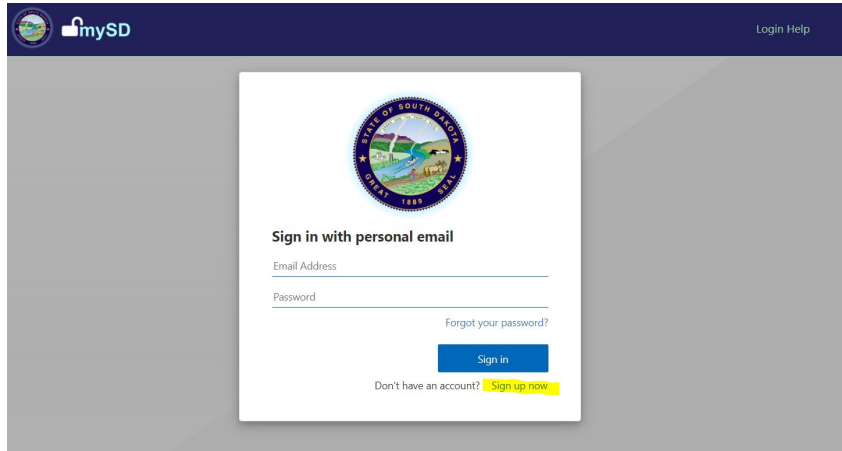
- Board of Regent employees (those paid monthly) will only use Employee Space, which will be used to enroll in benefits.
 - You may use your university assigned email address or a personal email address to register.
- Central employees (those paid semi-monthly) will use Employee Space / Manager Space 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.

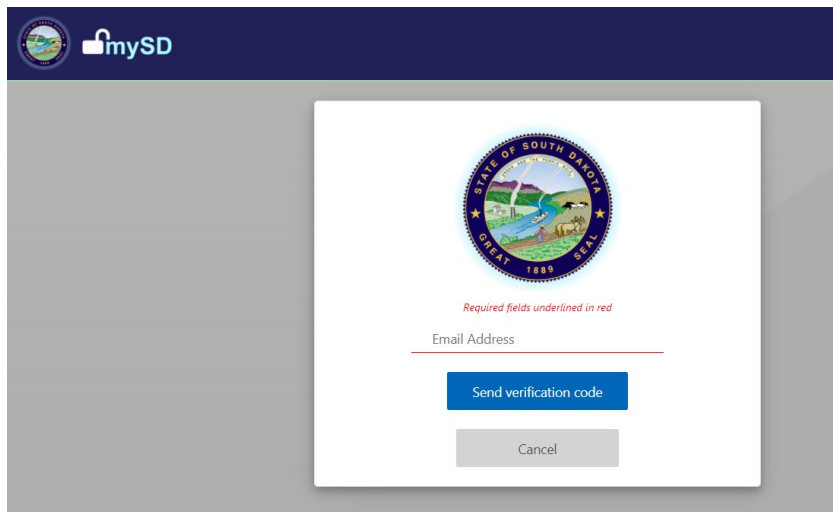
*Note - If you do not have a personal email address, you will need to create one. The easiest way to do this is to create a Gmail account through Google. To create a Gmail account go [here](#).



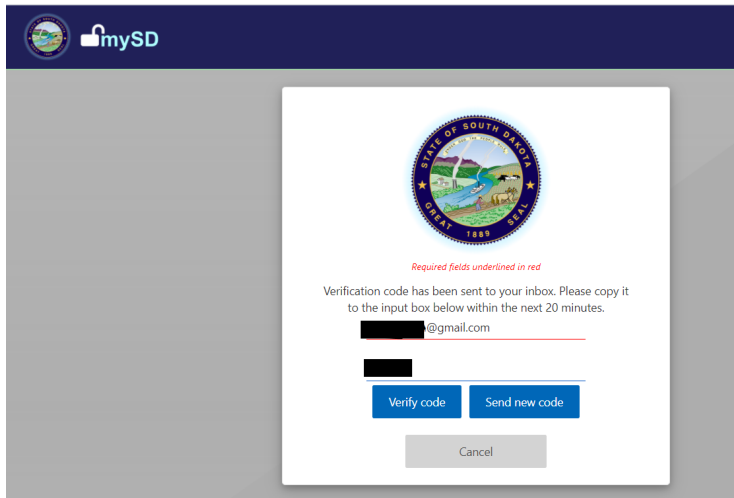
- Next, you will see a sign in screen. If this is your first time to mySD, click 'Sign up now' and continue following the outlined steps.



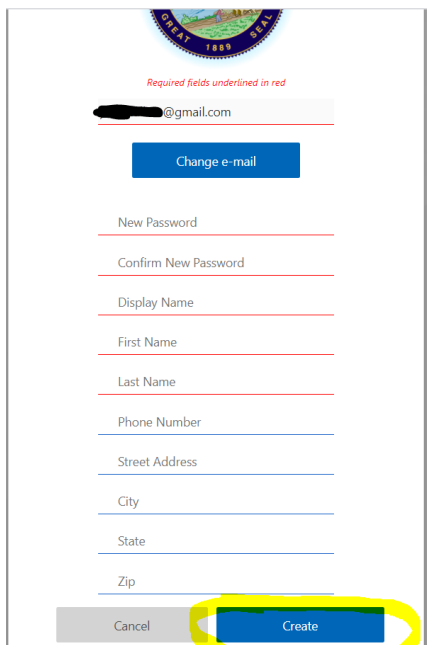
- Next, you will see a screen that instructs you to enter your email address. This is where you would enter your assigned email or personal email. Then click the 'Send verification code' button.



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.



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.



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.



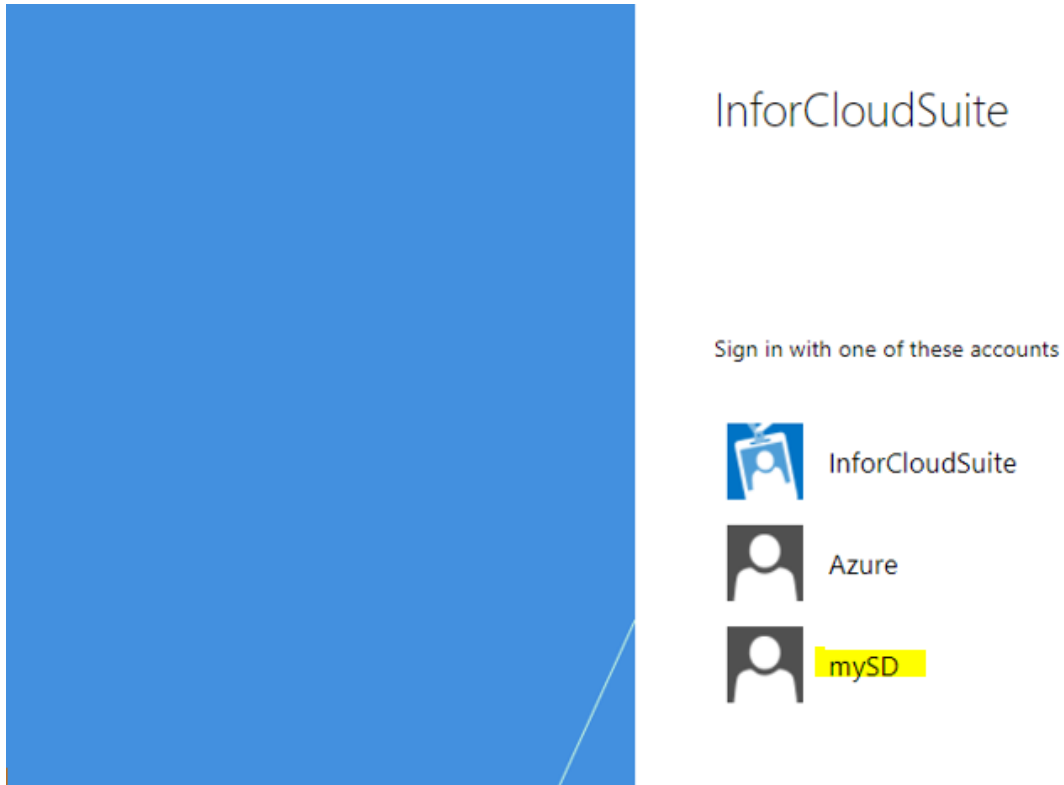
You have successfully registered and the account has been verified.

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.

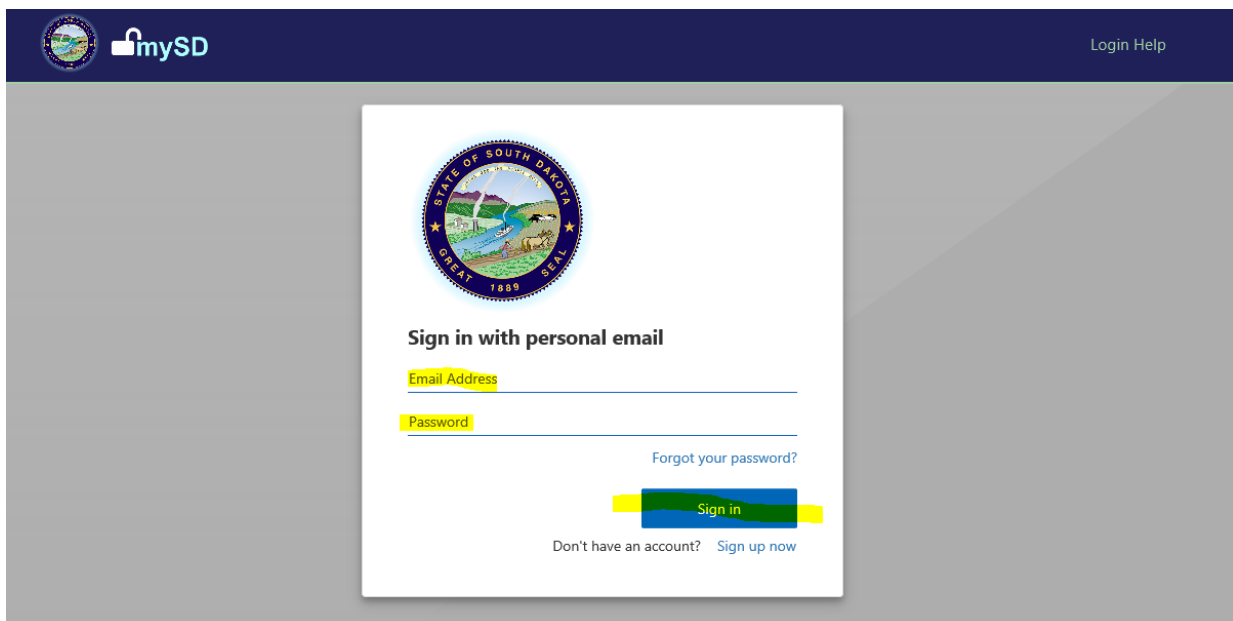
Manager Space and HR Portal will be available the following day.

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9. **After** you receive the email that your Employee Space account setup has finished, click on your new hire enrollment link in the email notification from noreply-cloudnotification@infor.com. Be sure to **use Google Chrome as your web browser**.
10. On the InforCloudSuite page click the 'mySD' button.



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



12. If you have successfully signed into Employee Space you should see something similar with your hire date, name, and unique employee number.



13. You can now begin making your new hire enrollment elections.