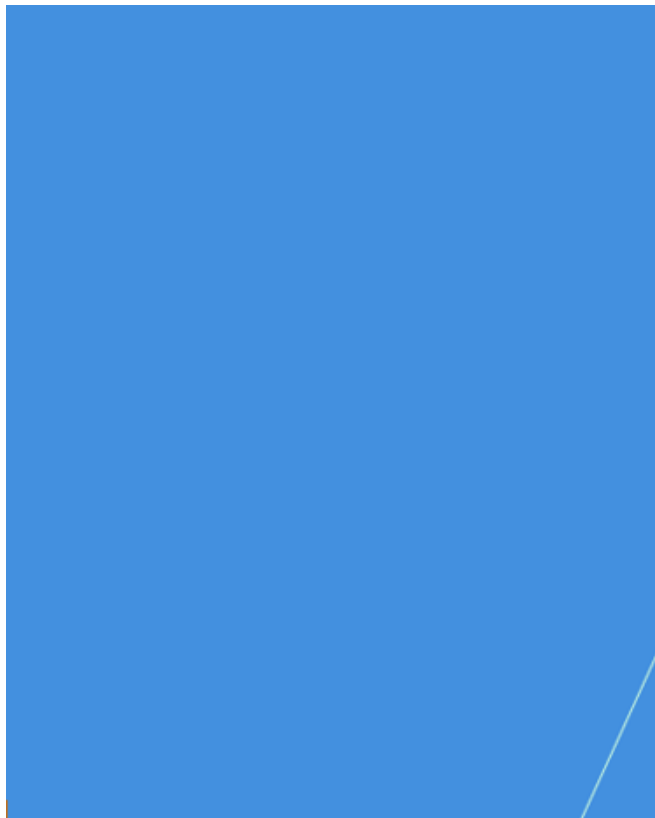


Welcome to the first step of accessing our new Benefits Enrollment site in Employee Space!

If you have a state network user name (e.g. firstname.lastname@state.sd.us) follow these instructions to sign into Employee Space to enroll in benefits.

1. **Using Google Chrome as your web browser**, click on your open enrollment link in the email notification from noreply-cloudnotification@infor.com.
2. On the InforCloudSuite page click the 'Azure' button.



InforCloudSuite

Sign in with one of these accounts



InforCloudSuite



Azure



mySD

- You will either need to Sign in with your state network user name or pick the account with your user name listed. Then click the 'Next' button.

bit south dakota bureau of information & telecommunications

Sign in

firstname.lastname@state.sd.us

[Can't access your account?](#)

[Sign-in options](#)

Next

This system may contain information which is restricted to authorized users only. Unauthorized access, use, misuse, or modification of this computer system or of the, data contained herein or in transit to/from this system constitutes a violation of, Title 18, United State Code, Section 1030, and may subject the individual to criminal, and civil penalties pursuant to Title 26, United State Code, Sections 7213, 7213A, (the Taxpayer Browsing Protection Act), and 7431.

Pick an account

Doe, John
Connected to Windows

firstname.lastname@state.sd.us ←

Use another account

- Enter your state network user name and the password you use to login to your computer. Then, click the 'Sign in' button.

State of South Dakota

Sign in with your organizational account

firstname.lastname@state.sd.us

Password

Sign in

5. Click Yes to stay signed in.



Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

This system may contain information which is restricted to authorized users only. Unauthorized access, use, misuse, or modification of this computer system or of the, data contained herein or in transit to/from this system constitutes a violation of, Title 18, United State Code, Section 1030, and may subject the individual to criminal, and civil penalties pursuant to Title 26, United State Code, Sections 7213, 7213A, (the Taxpayer Browsing Protection Act), and 7431.

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

☰ New Hire - June 1, 2021 - John Doe - 123456

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