Open enrollment for faculty, administrative professionals and other eligible non-classified staff is completed through ESS, which is accessed via the Administrative Applications and Resources (AAR) portal using your eID login credentials.

Retirement Plan


2. You will be prompted to enter your eID and password.

Common Errors

a) “Server may be obsolete” - try using Internet Explorer to access AAR
b) “Could not display page” or “Page will not load” – log in using DUO and secure.colostate.edu.
3. When the Oracle Applications Home Page opens, choose **CSU Employee Self-Service** from the left column, then choose **CSU Benefits**.

4. A new window will open the Legal Disclaimer. Click **Accept**, then click **Next** at the top right.

5. On the Select Program page, choose **Retirement Program** and click **Next**.

6. The Benefits Enrollment tab of the Insurance/Retirement Program page will show your current DCP Retirement Vendor election, to change election, select **Update Benefits**.
7. To select a new DCP Retirement Vendor, click next that vendor on the Update Benefits: Update Enrollments page, click on Next once vendor has been selected.

8. To print a confirmation statement, click on Confirmation Statement, on the top right.

9. To save and complete your elections, click on Finish on the top of the right hand side of the Confirmation page.