

Follow these instructions to add your child to your CSU insurance.

You are permitted to make mid-year election changes within 30 days of an IRS approved qualifying event. It is necessary to provide documentation (birth certificate) to Human Resources to substantiate the qualifying event and to establish the eligibility for, and the effective date of, the requested change within 30 days of the qualifying event.

Changes initiated or documentation received after 30 days will not be accepted and changes cannot be made until the next open enrollment period.

You will complete two steps:

- ✓ Add your newborn by entering their information in the **Personal Information** menu option.
- ✓ Complete enrollment of your newborn in **CSU Benefits**.

You must be connected through the GlobalProtect VPN. If needed, download the GlobalProtect VPN Desktop Agent (The web version, gateway.colostate.edu, will *not* allow access. Please ensure you are *not* accessing gateway.) You can download Global Protect here: <https://it.colostate.edu/cybersecurity/globalprotect-vpn/>

If you are experiencing issues downloading/logging in with GlobalProtect, please call the IT Helpdesk at (970) 491-7276.

1. Access ESS via the Administrative Applications and Resources (AAR). Under **Application Systems**, choose **Human Resources Portal**.

Administrative Applications and Resources Home Reporting Research

welcome to AAR

AAR (Administrative Applications and Resources) is designed to provide links to administrative applications supported by the Division of Information Technology (DoIT).

All available applications are accessed using the region on the right side of the page (side menu). The categories at the top of the page are to provide access to additional resources.

The "Help Request or Feedback" link under the Support submenu can be used to communicate questions, suggestions or issues regarding the administrative applications supported by DoIT in addition to any general DoIT related questions, suggestions or issues. The Help Desk is monitored from 7:00 – 16:30 Mon-Fri by email at is_support_scheduling@mail.colostate.edu. You can also submit a ticket to our help desk [here](#). We welcome your comments.

You may access the AAR page from the CSU A-Z Web Directory. To create AAR as a Favorite (Bookmark) for access from on campus, use this page.

When accessing the AAR web page from off campus, please use the URL <https://gateway.colostate.edu> and select the AAR menu item. The Global Protect VPN client must be used to access the Human Resources Portal. If you need assistance installing the Global Protect VPN client, please visit: <https://it.colostate.edu/cybersecurity/globalprotect-vpn/>

Application Systems

- Admin Tools
- Applications Manager
- Banner Administrative Pages
- ARIESweb
- Conflict of Interest (COI)
- Data Access Request (ODS Access)
- Effort Reporting (ecrt)
- Electronic Forms
- Human Resources Portal
- RAMP Up and I-9 System
- Kual Financial System (KFS)
- Kual Research (KR)
- Talent Management System
- TimeClock Plus
- TimeClock Plus - Manager

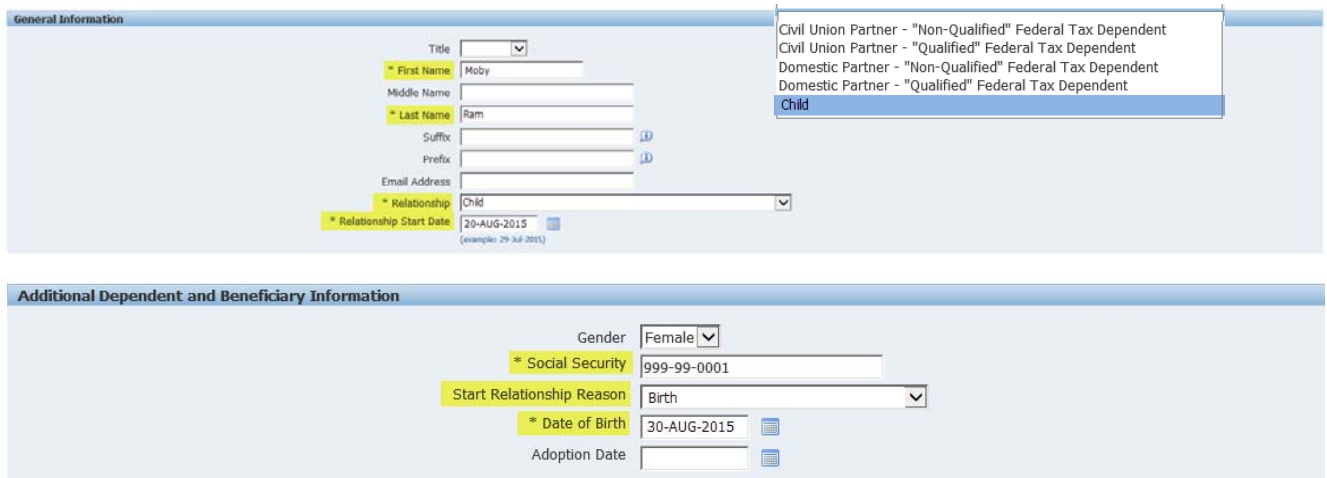
Step 1

Add your Newborn Child

- ✓ Click on **CSU Employee Self-Service** to expand the menu. Then click **Personal Information**.
- ✓ Scroll down to **Dependents and Beneficiaries**.



- ✓ Add your child, being sure to complete all required fields. If you do not have a social security number, please reach out to MyHR@colostate.edu to obtain a temporary number. The official social security number is due *within 90 days of the date of birth* to maintain coverage.

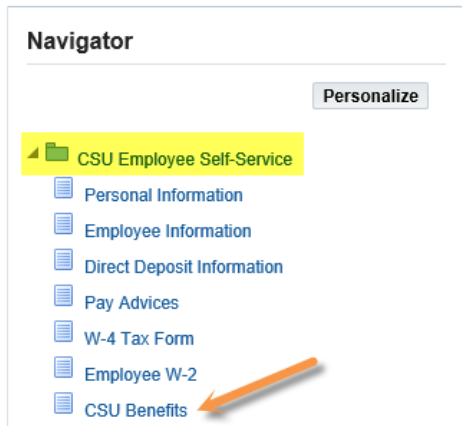


- ✓ Click **Next**. Then **Submit**.

Step 2

Enroll your Newborn in Benefits

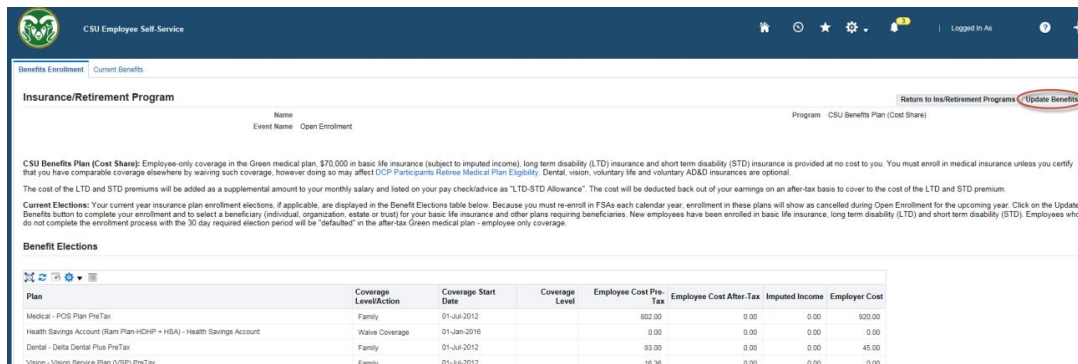
- ✓ On CSU Employee Self-Service menu, select **CSU Benefits**



- ✓ A new window will open the Legal Disclaimer. Click **Accept**, then click **Next** at the top right.
- ✓ If you have a spouse/domestic partner/civil union partner or additional dependent children who you wish to add due to the birth, you may add them on the **Individuals and Beneficiaries** screen, by clicking **Add Individual**. Otherwise, Click **Next**.

Add Individual				
Name	Relationship	Social Security Number	Birth Date	Update
April Ram	Spouse/Common Law Spouse	999-99-0001	19-Sep-1979	
Lory Ram	Child	995-00-7854	17-May-2005	
Moby Ram	Child	995-00-1547	08-Aug-2013	
CAH Ram III	Beneficiary		31-May-1977	

- ✓ Under the Insurance and Retirement Programs, you will see your current Benefit Elections. To begin making changes, select **CSU Benefits Plan (Cost Share)** and click **Update Benefits**.



- ✓ On the **Update Benefits: Update Enrollments** page, elect the plans you wish to enroll in or make changes to your current plan elections.
 - Medical, Dental, and Vision
 - Short-Term and Long-Term Disability
 - Basic Term Life, Employee Voluntary Term Life, Dependent Term Life and Child Voluntary Life
 - Health Care and Dependent Care FSA (enter the *annual* election to be deducted through the remainder of the plan year.)
 - Voluntary AD&D
- ✓ Click **Next** if you are satisfied with your elections.
- ✓ On the **Update Benefits: Cover Individuals** page, make an election to cover dependent(s) by checking the box under Cover for each benefit, as applicable. Then select **Next**.
- ✓ Beneficiaries may be designated under **Update Benefits: Update Beneficiaries** by entering a value for each person in whole percentages. Complete this action for each life insurance policy (suspended and interim amounts). If a beneficiary is not listed, click **Add/Edit Beneficiary** and complete the information for each individual.
- ✓ If you are satisfied with your designations, click **Next**.

Congratulations! You have successfully completed your benefits enrollment. Notice the warning at the top of the page, which shows action items or notifications applicable to your enrollment. Click **Finish** to finalize your elections.