HOW TO ENROLL

Follow these simple steps!

PeopleSoft is your Open Enrollment tool and year-round resource for managing your benefits. You can log in from anywhere, including work or home. It also has a mobile-friendly layout for enhanced viewing and functionality on your smartphone or tablet!

Step 1 Log in to PeopleSoft from MyCC or the external Collin County website.

Step 2 Navigate to the Employee Self Service homepage and click on the Open Enrollment tile.

Step 3 From the menu on the left-hand side of the screen, select Benefits Enrollment.

Step 4 Click on the title of each benefit to view the available options.

Step 5 Check the box next to a dependent's name to add them to the selected insurance coverage.

Step 6 Select the plan that works best for your needs and then click Done!

Step 7 After reviewing all your benefit elections, click Submit at the bottom of the page.

Step 8 Select Preview Statement to view and print your election statement. You will not receive one in the mail.

Step 9 Once Open Enrollment is closed, you will receive an email with your confirmation statement to double-check your elections. If your elections are incorrect, please contact Human Resources.

Step 10 New elections will take effect January 1, 2026.

Additional action may be required if you elect life insurance or add a new dependent.

VERY IMPORTANT!

You **MUST** click Submit Enrollment for your elections to be saved!