

### To access Benefit Enrollment:

- Login at: [Employee Access Portal](#)
- To access the new portal, please go to [www.phxschools.org](http://www.phxschools.org). Select “Employees” (far right-hand corner) then select “Employee Portal”.
  - Your login is your email address, and your password is the same as your email and computer login (network login).
  - If you have not yet accessed the new employee portal instructions are below.
  - If you have any trouble logging in to the Employee Access Portal or accessing your contract, please contact MIS [helpdesk@phxschools.org](mailto:helpdesk@phxschools.org) or at extension 4096 for assistance.
- Under “My Benefits” you will select “Enrollment”
- You will then be able to complete your Benefit Open Enrollment for the 2023-2024 school year effective 7/1/2023-6/30/2024.

To access the new portal:

- Go to [www.phxschools.org](http://www.phxschools.org).
- Select “Employees” (far right-hand corner) then select “Employee Portal”.

**The username and password are your email address and network password for the district.**

If it is your first log in, enter **the last 4 digits of their social security number, date of birth, and home zip code** to confirm their identity.