

## How to Schedule a Benefit Focus Assistance Session in the LTC Team Space – Room 020 or in St. Mary’s Hall Room 315

Help with the platform will be available by appointment only from 9am-12pm and 1pm-4pm in St. Mary's 315 and the LTC Team Space 020. To make an appointment please select one of the following links:

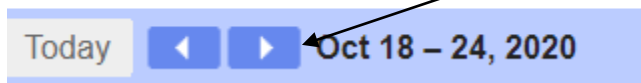
- LTC Team Space 020
- St. Mary's Room 315

After clicking on a calendar link from the Open Enrollment HR web page and opening the scheduler, look for sessions on the following days:

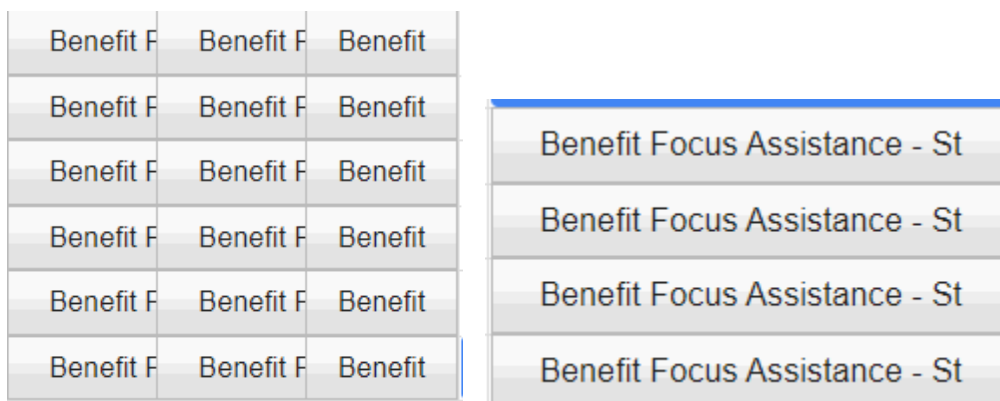
Wednesday October 28<sup>th</sup>  
Thursday October 29<sup>th</sup>  
Tuesday November 3<sup>rd</sup>  
Wednesday November 4<sup>th</sup>  
Monday November 9<sup>th</sup>

1. The window opens to the current date in week-view. Use the blue arrows to navigate to the desired appointment date:

Click on an open appointment slot to sign up



2. Locate an available LTC space, #1, #2 or #3 or St. Mary’s button. Click on a button to begin reserving that space and time:



*(If you hover a button, the date, space number and appointment time will appear)*

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3. Click a button to open the appointment for review:

**Book an appointment**

**What** Benefit Focus Assistance - LTC Space #1 (Steven Perucca)

**When** Thu, October 29, 1:00pm – 1:30pm

**Who** Steven Perucca

**Where** Roesch Library LTC Team Space Room 020

**Description** This confirms your space for assistance with the Benefit Focus portal during Open Enrollment 2020.  
Please be sure and bring your 2FA (Two-Factor Authentication) device with you to your session (phone, token or other digital device).

**Tip:** You can customize the details of the event after you save it.

**Save** **Cancel**

4. Click the “Save” button to hold your space in the session.

**Book an appointment**

Your appointment has been saved.  
[View / edit in Google Calendar](#) or [stay here.](#)

The appointment window opens and confirms your response.

5. A meeting request is generated and sent to your UD email address. You may follow the prompts or close the calendar window at this time.
6. You may also call the HR office at 937-229-2541 to book an appointment. The HR Office is open Monday through Friday from 8:30 a.m. until 4:30 p.m.

**Open Enrollment Begins Tuesday, October 27, 2020 and ends at 4:30 p.m. on Monday, November 9, 2020**

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