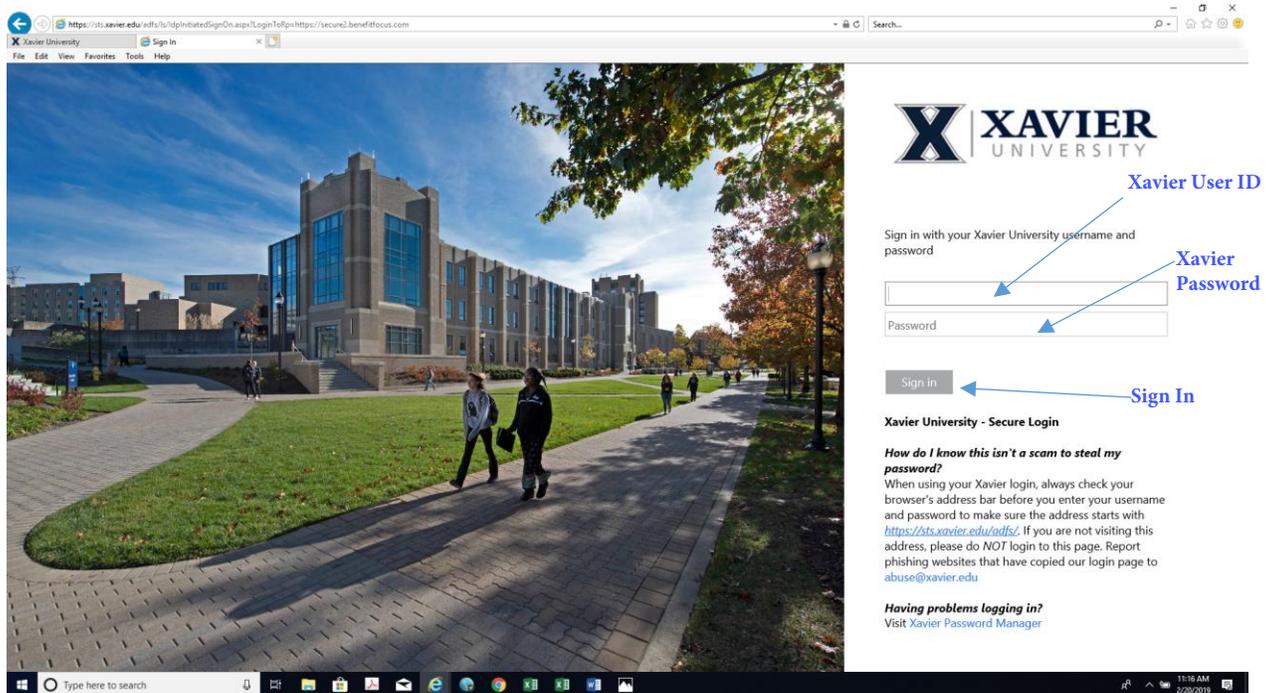


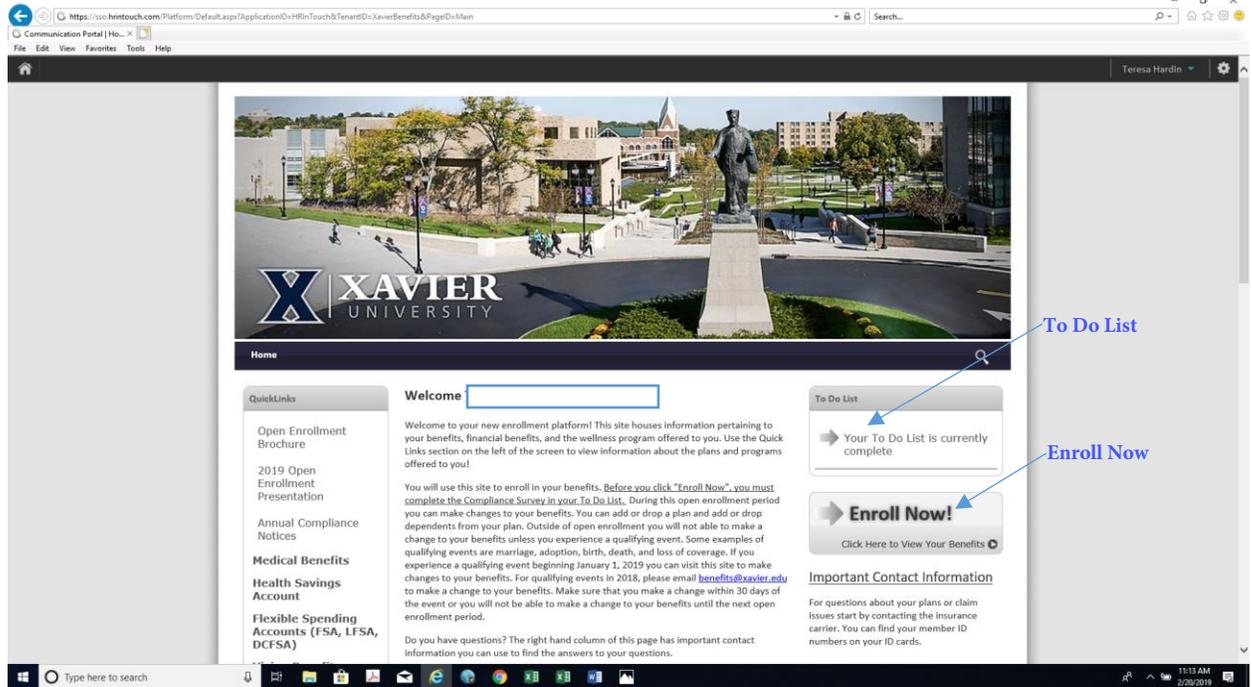
Single Sign-On (SSO) instructions for Xavier benefits portal:

- 1) Login into benefits.xavier.edu
- 2) Enter your Xavier User Name
- 3) Enter your Xavier Password
- 4) Click Sign In



This will land you on the welcome page to the benefits portal. Always check the “To Do List” located on the right side to make sure you do not have any outstanding task related to your benefits.

- 5) Click **Enroll Now** button which will take you to the page where you can sign up for your benefits or make any qualifying life event changes to your benefits.



The following screen-print is the page to use to enroll in your benefits or make qualifying life events changes.

