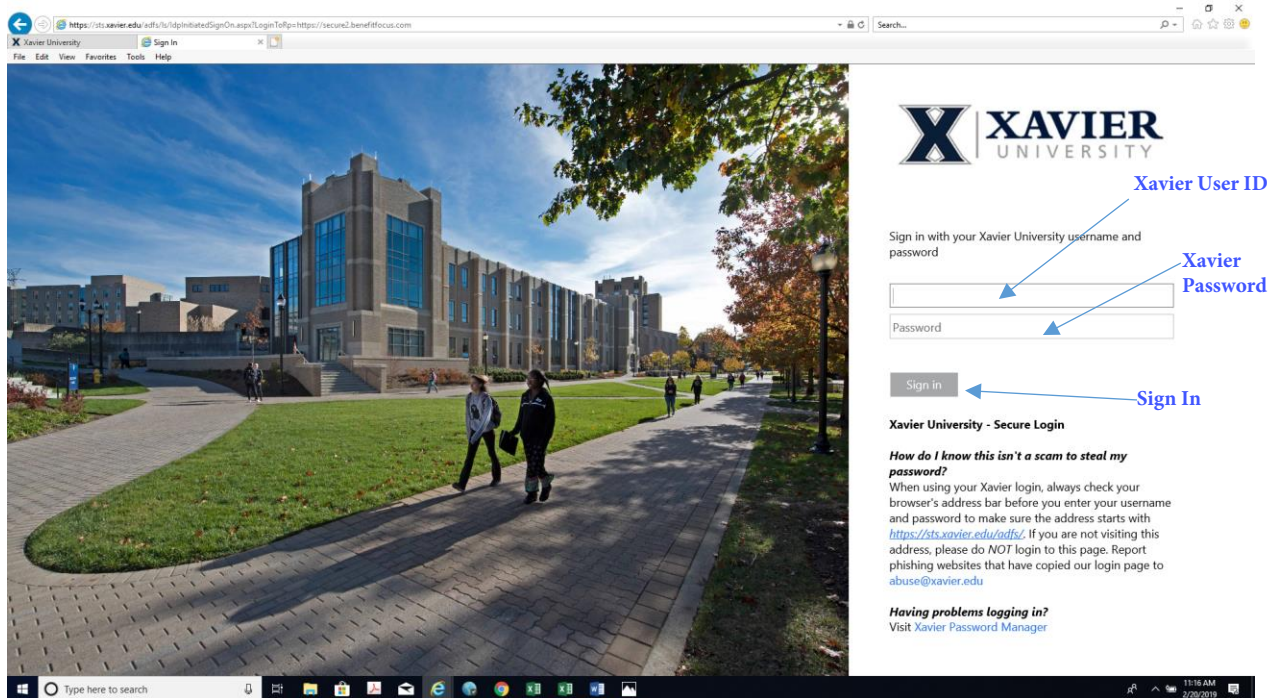


Single Sign-On (SSO) instructions for Xavier benefits portal:

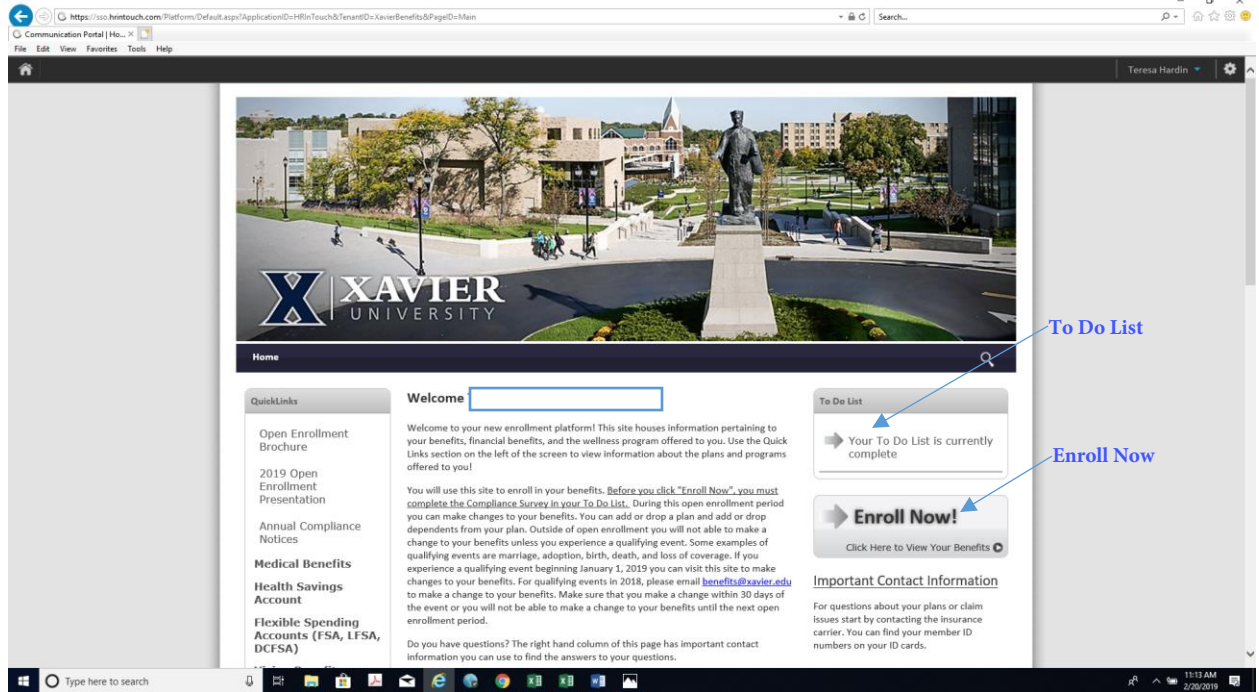
- 1) Login into www.benefits.xavier.edu
- 2) Enter your Xavier User Name
- 3) Enter your Xavier Password
- 4) Click Sign In



The screenshot shows a web browser window displaying the Xavier University secure login page. The browser's address bar shows the URL: <https://sts.xavier.edu/idp/authorize/SignOn.aspx?LoginToPgn=https://secure2.benefifocus.com>. The page features the Xavier University logo at the top left. Below the logo, the text reads: "Sign in with your Xavier University username and password". There are two input fields: the top one is labeled "Xavier User ID" and the bottom one is labeled "Xavier Password". A "Sign In" button is located below the password field, with an arrow pointing to it labeled "Sign In". Below the button, the text says "Xavier University - Secure Login". A section titled "How do I know this isn't a scam to steal my password?" provides instructions: "When using your Xavier login, always check your browser's address bar before you enter your username and password to make sure the address starts with <https://sts.xavier.edu/idp/>. If you are not visiting this address, please do NOT login to this page. Report phishing websites that have copied our login page to abuse@xavier.edu". A final section titled "Having problems logging in?" says "Visit [Xavier Password Manager](#)". The background of the page is a photograph of a modern university building with large windows and a paved walkway with people walking. The Windows taskbar at the bottom shows the search bar and several application icons, with the system tray displaying the time as 11:16 AM on 2/26/2019.

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.

