1. Login to myHR at https://myhr.northwestern.edu.

2. Select the Benefits tile in myHR Self Service.

3. Select Postdoctoral Trainee Open Enrollment from the left-hand menu. You will need to disable your pop-up blockers if you have them turned on.

4. A new window will open. Select Postdoctoral Trainee Open Enrollment Elections.

5. Select Begin Enrollment from the center of the page. You will be prompted to create an account. Follow the prompts to complete enrollment.

For Health Care FSA and Dependent Care FSA benefits, you will need to email benefits@northwestern.edu with the enrollment amount you want for these plans. Please note that in the future this benefit will have online enrollment.