

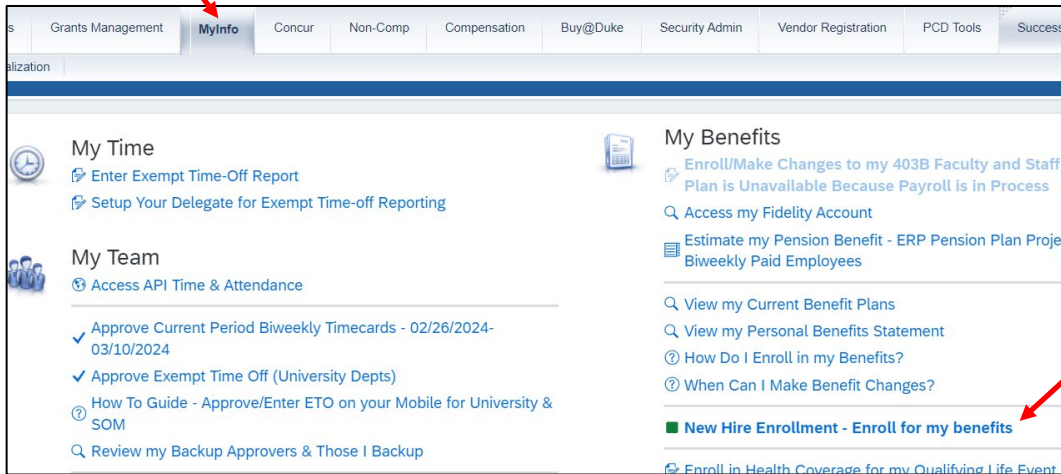
# How to Enroll Using the Duke@Work Web Site

Log on to the Duke@Work website at [hr.duke.edu/selfservice](http://hr.duke.edu/selfservice) or directly at [work.oit.duke.edu](http://work.oit.duke.edu)

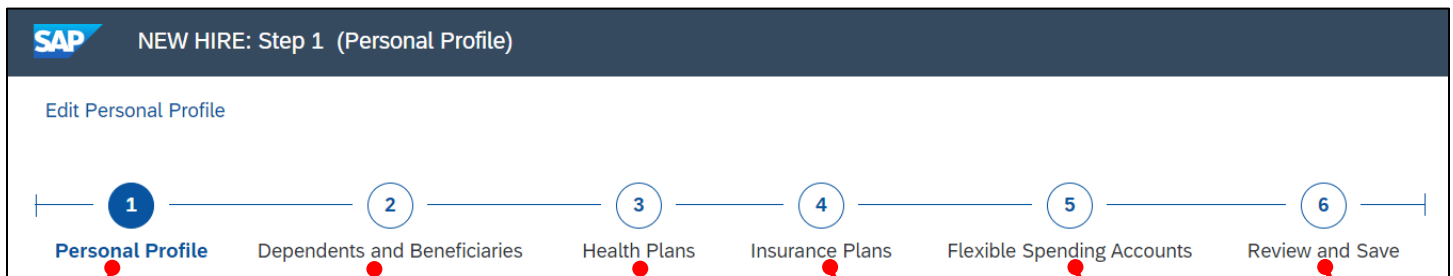
When prompted, enter your Duke NetID and your NetID password.

**You must enroll within 30 days of your hire date.**

Click **MyInfo**



Click **Enroll for my benefits** then click "Accept" when the Terms and Conditions box appears



**Step 1**  
Review and update your home address

**Step 2**  
Add your dependents

**Step 3**  
Enroll in medical, dental and vision plans

**Step 4**  
Enroll in Personal Accident Insurance

**Step 5**  
Enroll in dependent care/health care reimbursement accounts

**Step 6**  
Review and save your elections

**REMEMBER:** Once you review your elections in Step 6, you must click the SAVE button at the bottom of the screen.



If you enrolled successfully, you will receive a confirmation email at your Duke email address.

**Note: If you are unable to enroll in your benefits, please contact Duke Human Resources at (919) 684-5600 within 30 days of your hire date.**