

Infinityhr (Arcoro) Enrollment Instructions

ARCORO

Username

Username

Password

SHOW

SIGN IN

Remember Me

[Forgot your password?](#)
[Forgot your username?](#)

Go to www.InfinityHR.com

If you don't know your username or password, click the links in the bottom right corner to retrieve your username and reset your password.

Once you are logged in, under the Change Events section, make sure that "Open Enrollment" is selected in the Events Available drop down box.

Click the "Begin Event" button to start making your Open Enrollment changes.

Jordan School District

Core HR

Home Support Site Sign Out

Notice: you are viewing (Angela Test) employee Portal

JORDAN Insurance Services

WELCOME TO THE JORDAN SCHOOL DISTRICT BENEFITS ENROLLMENT SITE

From here you are able to do the following:

- Enroll for coverage and check your benefits elections
- Manage life events
- Review company documents and access insurance carrier websites

EMPLOYEE INFO

Angela Test
123 West St
Salt Lake City, UT 51222
505-710-0026
angela.ross@jordanisdistrict.org

WORKFLOWS (Manage Workflows)

You do not have any workflows assigned.

CHANGE EVENTS

You may either choose to complete the Open Enrollment Event to elect next year's benefits, or complete an Event to change this year's benefits. The Open Enrollment Event must be completed between 05/06/2024 and 05/14/2024. After 05/14/2024 the Open Enrollment Event will no longer be available.

Events Available:

Open Enrollment

Begin Event Cancel Event

Statements	Start	End	View
Benefit Statement	09/01/2024	09/31/2025	
Benefit Statement	09/01/2023	09/31/2024	

From here, you will need to complete all the steps that will pull up for the Open Enrollment event. Make sure to go all the way through to the "Confirmation" tab.

Once your changes have been approved you will receive an updated benefit statement. Make sure to open this and verify that the plans you selected and people enrolled are correct.

Open Enrollment : 2024 Benefit Package

Instructions Acceptance Personal Dependents Benefits Beneficiaries Review Confirmation

Continue

Now that you have selected an Event from your homepage, you will be required to complete a series of steps. These Steps are identified as Tabs above. As you move through each step, the Tab will become enabled for each step that you have either begun or completed. You can revisit any previously visited step by clicking on the Tab associated with that step. You must complete all steps before your changes will be confirmed.

The Steps that appear above may vary depending upon the Event selected.

Upon the Completion of this Event, further instructions may be provided to you on the Confirmation Tab.