

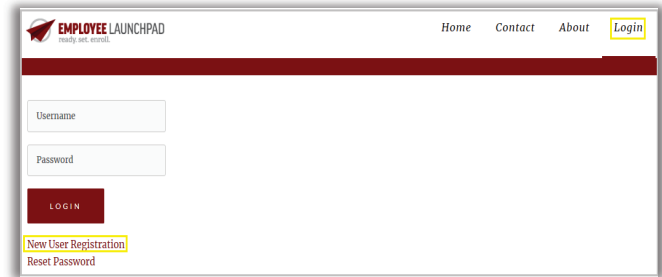
Introducing Employee Launchpad: Our Updated Benefit Management System

Beginning in March, all employees will need to register with our updated benefit management system, Employee Launchpad (formerly known as Employee Navigator). You will be required to create a username and password.

1

Getting Starting

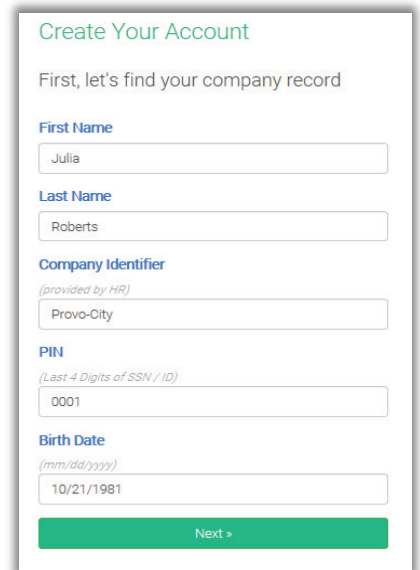
To get started, visit www.provo.edu on your browser, click on employee, and then click on Benefit Enrollment. Once the Employer Launchpad screen appears, click the “New User Registration” link.



2

Create an Account

Enter in your first and last name, company identifier (Provo.edu), PIN number (last 4 digits of SSN) and your birth date (MM/DD/YYYY) in the spaces provided. Click the “Next” button.



3

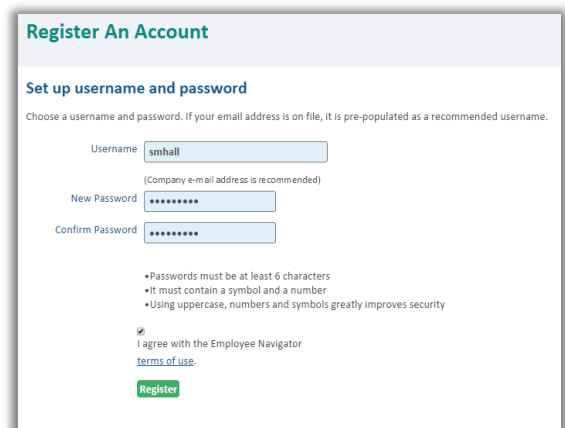
Register an Account

Create your username and password. Provo City School District recommends using your employee number and last name as your username. When creating your password, please follow these important guidelines:

- Must be at least 6 characters
- Must contain a symbol and a number

Remember, using uppercase, numbers and symbols greatly improves your password’s security.

Review and agree with the Employee Launchpad terms of use and click the “Register” button.



Once you have registered, you will receive a verification e-mail regarding your login credentials for Employee Launchpad.

Please take note of your username and password as you will be using this information to elect benefits during Open Enrollment.