HOW TO ACCESS THE BENEFIT SYSTEM

- Go to www.lisd.net/benefits

- Click the my benefits picture to access the Learning Hub portal.

- Login to the Learning Hub with your LISD username and password.

- When logged into the Learning Hub, click the Benefits Hub icon.

- You will be redirected to the Microsoft sign in screen. Sign in using your LISD credentials.
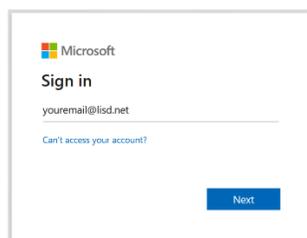
- You will need to enter your **last name, birthdate, and the last four digits of your social security number.** * This is a one-time authentication process.

- You will be greeted by the Additional Security Verification screen. Please choose whether you would like to receive your security code via text, email or call and click *Send Code*.

- You should promptly receive a code per your selected method. The code will be valid for the next 10 minutes.
- Type the code in the *Security Code* field and click *Verify*.

- After completing these steps, you will successfully be directed to The Benefits Hub.

- Begin the Benefit Acknowledgements page and continue with enrollment.