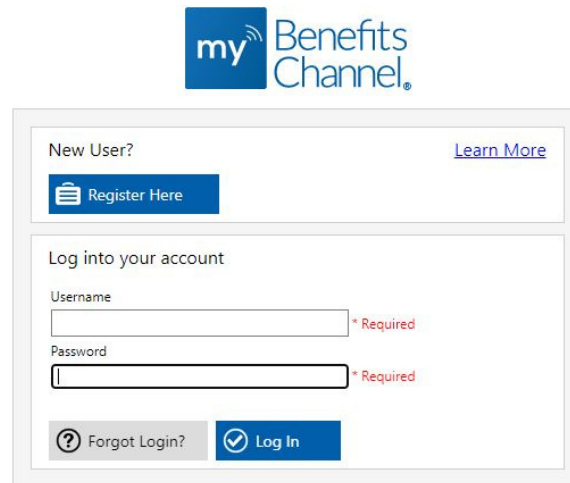


# 22-23 HR REQUIRED TRAININGS

Go to  
[www.mybenefitschannel.com](http://www.mybenefitschannel.com)  
and login to your account.



The screenshot shows the myBenefitsChannel login interface. At the top is the logo for 'my Benefits Channel'. Below the logo, there are two main sections. The first section is for new users, with the text 'New User?' and a link 'Learn More'. Below this is a blue button with a document icon and the text 'Register Here'. The second section is for existing users, with the text 'Log into your account'. Below this are two input fields: 'Username' and 'Password'. Both fields have a red asterisk and the word 'Required' next to them. Below the input fields are two buttons: a grey button with a question mark icon and the text 'Forgot Login?', and a blue button with a checkmark icon and the text 'Log In'.

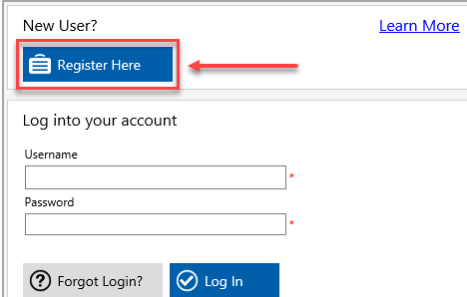
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- If you have created an account before and do not remember your login information, please click Forgot Login.
- If you have never created an account before, please follow instructions on the next page.

## Accessing Your MyBenefitsChannel Account

### Step 1: Go to MyBenefitsChannel.com

- From any computer, visit [www.mybenefitschannel.com](http://www.mybenefitschannel.com)
- To register and create your username and password, click **Register Here**.
- Your username and password are secure and are not shared with anyone, even your employer.



New User? [Learn More](#)

**Register Here**

Log into your account

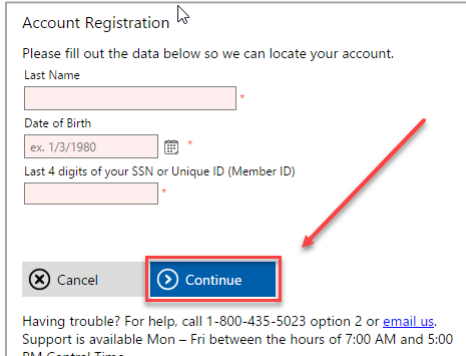
Username

Password

Forgot Login?  Log In

### Step 2: Register & Create your Account

- Enter your Last Name, Date of Birth, and Last 4 digits of your SSN or Unique ID (Member ID).
- Click **Continue**.
- On the next screen, you will need to review the Terms & Conditions: check the box indicating your agreement, and click **Submit Agreement**.



Account Registration

Please fill out the data below so we can locate your account.

Last Name

Date of Birth  ex. 1/3/1980

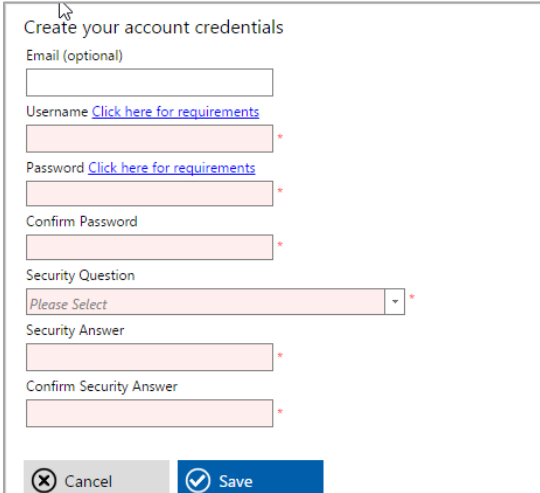
Last 4 digits of your SSN or Unique ID (Member ID)

Cancel  **Continue**

Having trouble? For help, call 1-800-435-5023 option 2 or [email us](#). Support is available Mon – Fri between the hours of 7:00 AM and 5:00 PM Central Time.

### Step 3: Create your username and password

- Be sure to enter the email address you use most frequently. When you have secure messages or employer-sponsored activities to do you will receive a notification to the email address you enter on this page. Your email address is **secure and will not be shared** or sold, and will only be used for employer-related business.
- Your username and password must be at least 8 characters and cannot contain special characters like <, >, ', ", and &. Using your email address as your username is recommended.
- Password must be at least 8 characters with at least 1 upper case letter (A-Z), at least one lower case letter (a-z), and at least 1 digit (0-9).
- Cannot contain special characters, your first name, last name or username. Cannot contain certain common passwords or any of your previous 3 passwords.
- Choose a security question and answer to use if you need to recover your username and password.
- You will use the same username and password to log-in to MyBenefitsChannel and the My Wellness Station biometric data upload application (if applicable).
- Click **Save**.



Create your account credentials

Email (optional)

Username [Click here for requirements](#)

Password [Click here for requirements](#)

Confirm Password

Security Question  Please Select

Security Answer

Confirm Security Answer

Cancel  **Save**

**Congratulations, you've logged in!** Please explore all that MyBenefitsChannel has to offer!

**Need help or have questions?** Contact MyBenefitsChannel at 800.435.5023. We will be glad to help!

# ONCE LOGGED IN...

Home My Apps My Contacts Admin

To Do List Communications Center

- You have 3 unread Public Profile messages
- You have 1 unread Personal message
- You have 233 tasks pending

Online Pay Info Benefits & HR Library **Education & Training** My Task Manager

Education & Training

Available Courses Completed Courses

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- Click on Education & Training  
- Click on Available Courses

Home My Apps My Contacts Admin & Reports Welcome CAITLIN Logout ?

Available Courses Completed Courses

Education & Training

Show By:  Category  Priority  Coming Due [Expand All](#) | [Collapse All](#)

Annual Training

TRAINING COURSE	PRIORITY	DURATION	DUE	EXPIRES	CREDITS
<a href="#">2022-2023 HR Required Training</a>	Mandatory	240 min.	9/30/2022	6/30/2023	
<a href="#">Cultural Competence (with certify)</a>	Mandatory	30 min.	9/30/2022	6/30/2023	

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[Our privacy policy has been updated. Click here to review.](#)

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- Highlight Available Courses  
- View and Complete Available Courses  
(You must complete the 22-23 HR Required Training as well as the Cultural Competence training)