

Welcome to the University of Dayton!  
We are excited to have you as a part of  
the Flyer Family.

In order to provide you with information about your benefits, we have created a website: [www.MyUDBenefits.com](http://www.MyUDBenefits.com). This site can also be accessed at any point in the future if you need to go back and reference the information on a specific benefit. It is important that you visit [www.MyUDBenefits.com](http://www.MyUDBenefits.com) and watch each video that applies to you as soon as possible so that you do not miss any deadlines for enrollment forms and understand the benefits available to you.

1. Go to [www.MyUDBenefits.com](http://www.MyUDBenefits.com) and log in using your @udayton.edu email address.



The screenshot shows the login page for the University of Dayton Employee Benefits website. At the top, there is a blue header with the University of Dayton logo and the text "UNIVERSITY of DAYTON". Below the header, the title "EMPLOYEE BENEFITS" is displayed in large, bold, blue capital letters. Underneath the title, the instruction "Please enter your University of Dayton email to authenticate" is shown. A text input field contains the placeholder text "myname@udayton.edu". Below the input field is a "Login" button.

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2. Starting with 'Introduction,' watch each video by clicking on the title. Some videos specify to whom they apply, such as (Faculty Only) or (Staff Only). You only need to watch the videos that apply to your role.

\*Please note: Some videos take longer to load. Depending on your connection speed, the 'Health and Dental Benefits' video may take several minutes to launch.

<b>EMPLOYEE BENEFITS</b>	
<a href="#">Introduction</a>	
<a href="#">General Information</a>	
<a href="#">Vacation and Holidays</a>	
<a href="#">Salary Continuation and Disability</a> (Faculty Only)	
<a href="#">Sick Leave and Disability</a> (Staff Only)	
<a href="#">Life</a>	
<a href="#">Health and Dental Benefits</a>	
<a href="#">Medical and Dependent Care FSA</a>	
<a href="#">Long Term Care</a>	
<a href="#">Retirement</a>	
<a href="#">Other Benefits</a>	
<a href="#">Forms Checklist</a>	
<a href="#">Educational Assistance</a>	
<a href="#">Athletic Ticket Discount</a> (Fulltime EE's Only)	

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3. At the completion of each video, there will be a quiz. Select the answer to each question and click 'Submit'.

**EMPLOYEE BENEFITS**

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Question 1 of 1

**I have viewed the video and understand the information presented.**

A) True  
 B) False

Clear Back Submit

4. Once you have correctly answered each question, 'Correct – Click here to continue' will appear on the screen. Click on that text.

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Question 1 of 1

**I have viewed the video and understand the information presented.**

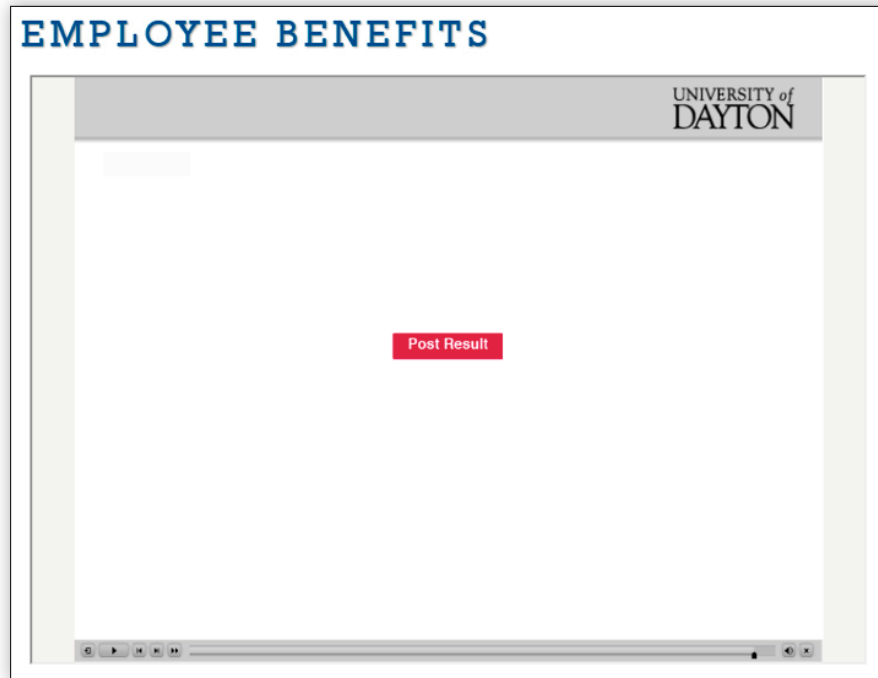
A) True **Correct - Click here to continue.**  
 B) False

Clear Back Submit

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5. After you have correctly answered all questions, a **'Post Result'** button will appear. Click this button.



6. In the post results box of each video, you will need to enter your full name and udayton.edu email address. It is important that you type this information in correctly in order to receive credit for each video. Once you have entered this information, click **'Send >>'**.



7. Once you have posted the results, a box will appear that says **'Results posted successfully'**. You can now click the **'Return to Video List'** button on the right side of the screen to return to the video list.



8. Repeat the above steps for each listed video until you have watched, completed the quiz for, and posted the results for each video that applies to your new role.

**Please be sure to complete the appropriate forms and return them to the Office of Human Resources at Campus Zip +1614 as soon as possible. Remember, several benefits only have a 30 day window from your date of hire to enroll. Missing the 30 day deadline will result in your inability to access your benefits until the plan year begins again, usually the first of the new calendar year.**