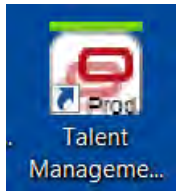


## Accessing Annual Enrollment via Talent Management

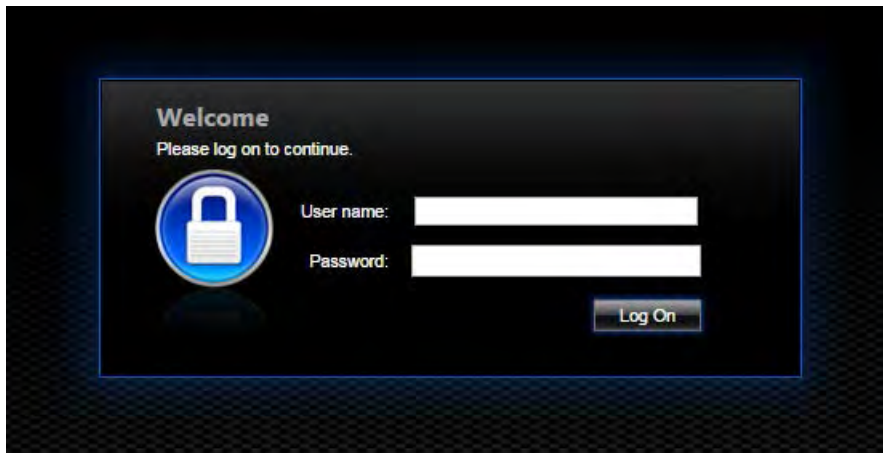
### Instructions

#### **Part 1 – Accessing the System**

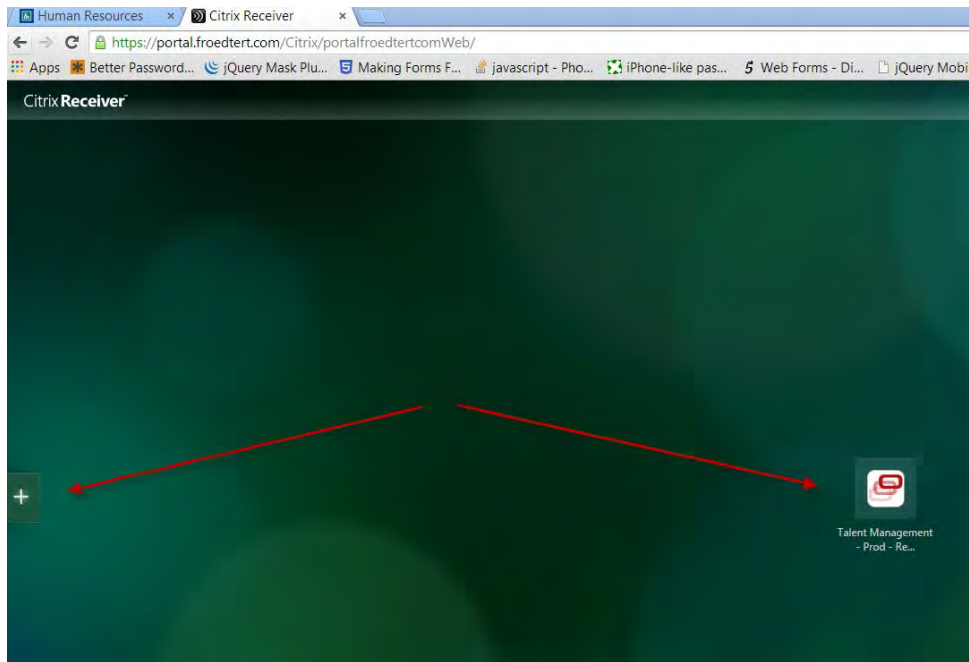
You may access Annual Enrollment through the Talent Management icon on your Workstation Desktop:



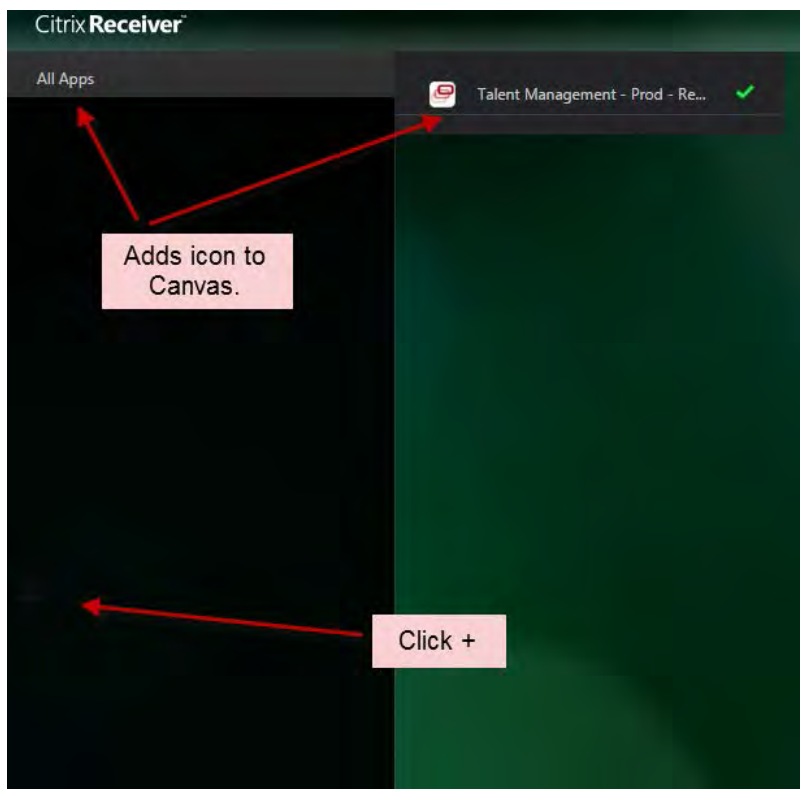
Alternatively, you may access Talent Management remotely via <https://portal.froedtert.com/vpn/index.html> and use your Network Login Credentials to access the Citrix System:



If logging in remotely, click the Talent Management icon or Click the “Plus Sign” on the left side of the screen to access the Talent Management Icon.



If you do not see the icon when you log in, you will need to click the “Plus Sign” and add the icon to the Citrix Canvas.



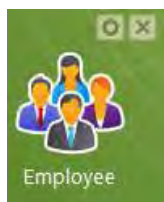
Double Click the Talent Management Icon.

## **Part 2 – Inside Talent Management – Accessing Annual Enrollment**

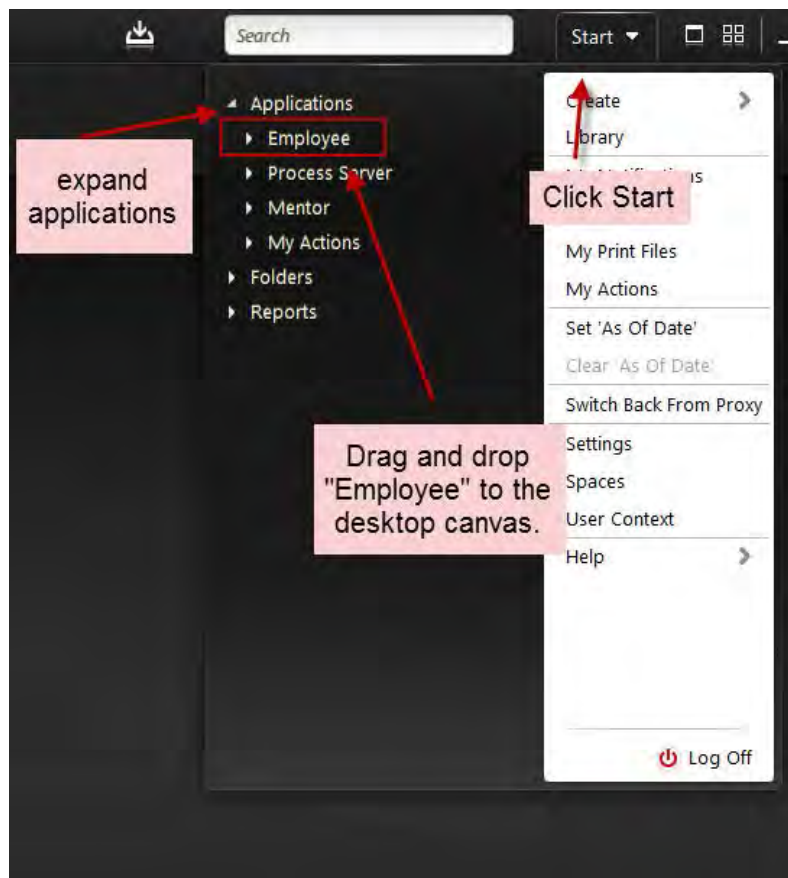
When you double click the Talent Management icon (either remotely or at your workstation), you will need to log in with your Network Login Credentials.



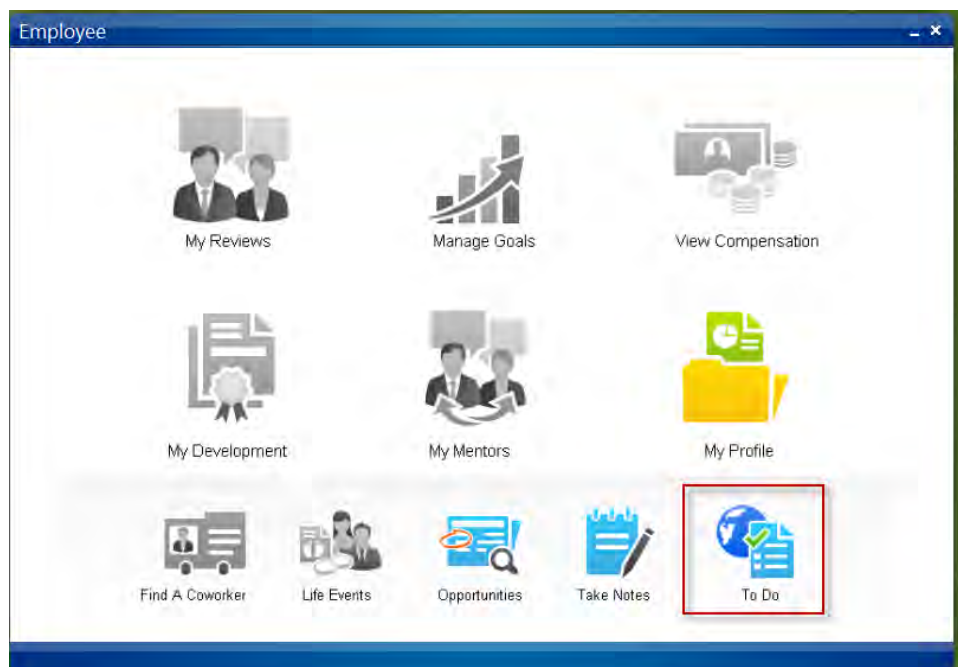
Locate the “Employee Space” Icon



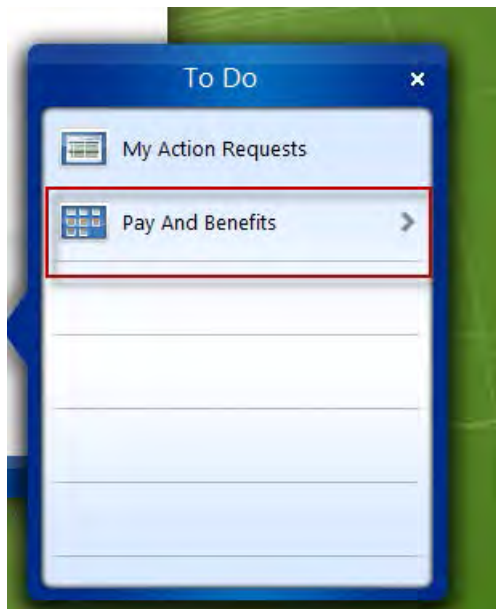
\*If the icon is not present on your desktop: Go to the “Start” menu, expand “Applications” by clicking the triangle, and drag and drop “Employee” to the desktop Canvas.\*



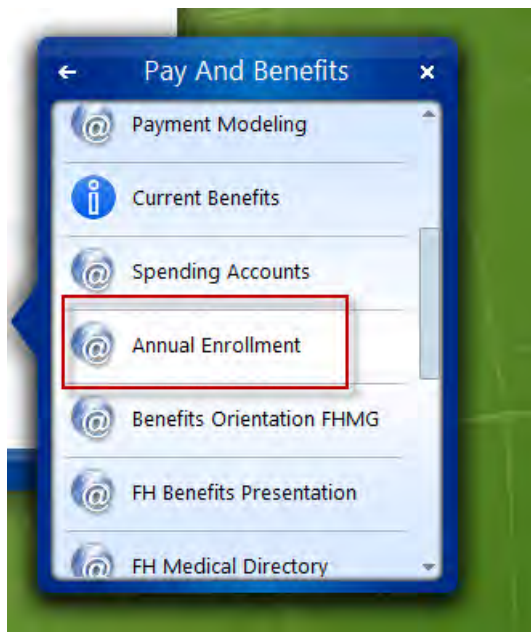
From the “Employee Space” section, click “To Do”.



In the To Do submenu, Click “Pay and Benefits”



Click "Annual Enrollment" ... and wait....



**A new window will eventually open and you will be prompted to log into the Lawson Benefits System using your Network Login Credentials.**



**\*Please be patient, as it will take some time for the system to load the Annual Enrollment Application\***

After logging in, you will be able to proceed with Annual Enrollment.