
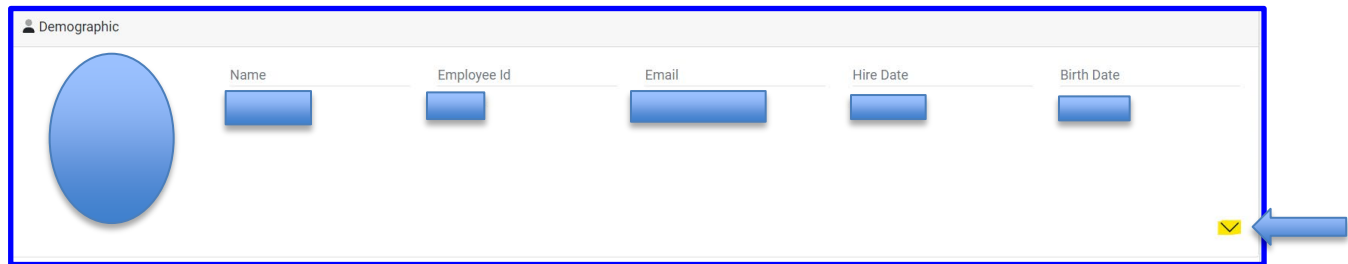


## Employee HUB

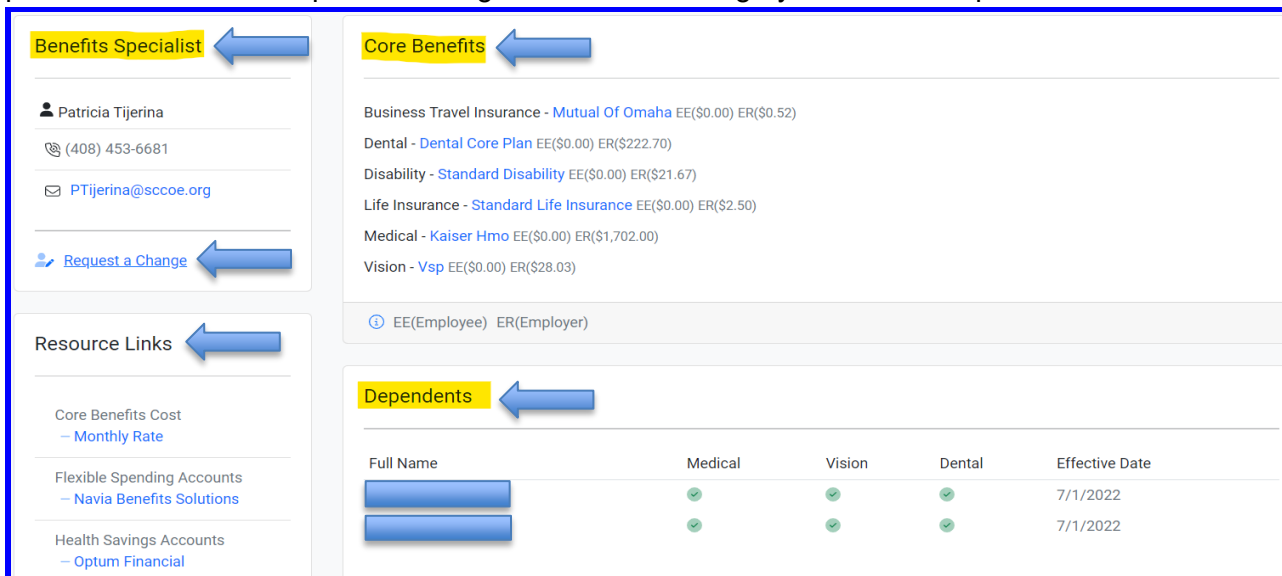
To access the Employee Hub, click on <https://employeehub.sccoe.org> and sign in with your SCCOE email and password. Once you've logged in, your name will be displayed on the top right corner. Click on the options menu  and select "My Profile".



The top of the page displays your demographic information. To update your profile picture, move your cursor over the picture section. To change your picture, right click on the oval shape. Click on the "down" arrow to view your complete demographic information.



The middle section of the page displays your Benefits Specialist contact information, current benefits selection with links to plan summaries, covered dependents, and resource links to some of our other benefit offerings. If there is any incorrect information listed, or you would like to discuss your current enrollments, please click on the "Request a Change" button to message your Benefits Specialist.



The bottom section of the page displays your “Benefits History” for the last six months. Click on the drop-down menu to expand details.

The screenshot shows a 'Benefit History' section. At the top left, the text 'Benefit History' is highlighted in yellow, with a blue arrow pointing to it from the right. Below this is a list of months, each preceded by a calendar icon. The months are: 01-2024, 12-2023, 11-2023, 10-2023, 09-2023, and 08-2023. To the right of each month is a drop-down arrow. The arrow for 01-2024 is highlighted in yellow, with a blue arrow pointing to it from the right. A vertical scrollbar is visible on the right side of the list.

Month	Action
01-2024	Expand
12-2023	Expand
11-2023	Expand
10-2023	Expand
09-2023	Expand
08-2023	Expand