

Online Open Enrollment Instructions

Getting Ready

Make certain you have reviewed the medical plans you are eligible for as a Temple student. The plans are listed on www.ibx.com/temple_students. If you are selecting a Keystone POS plan, you will need to select a primary care physician (PCP). You can find a PCP under “Find a Provider” on the website, and be sure to make a note of the Provider ID. You will need this number to complete your benefit election.

Enter your Login ID and Password.

The format is as follows:

Login ID: Temple ID (TUID)

Password: Date of birth (ddMmmyyyy)

Example

Samuel Student is assigned Temple ID 999999999 and was born on October 1, 1990.

Samuel’s login ID would be 999999999.

Samuel’s Password would be 01Oct1990.

Logging on to the open enrollment tool

1.	Click here to enroll
2.	Log in using the credentials explained above.
3.	<p>If you are logging in for the first time, you will be prompted to create a new password.</p> <p>Passwords:</p> <ul style="list-style-type: none"> ▪ must be at least eight (8) characters long, but not more than 15 characters; ▪ must contain both numbers and letters — must contain at least one capital letter, one lowercase letter, and one number; ▪ may <i>not</i> contain the same number/letter repeated in succession more than twice (e.g., “bb” or “22”); ▪ may <i>not</i> be your Social Security number; ▪ may <i>not</i> be your ibxpress ID.
4.	<p>Once you are successfully logged in, select <i>Complete Enrollment</i> to proceed, and select your benefits.</p> <p>When you have completed your benefits selection, you’ll receive a confirmation page with a check mark:</p> 