

Dear Benefited Employee,

The District is pleased to offer a new benefit enrollment platform, **Employee Navigator**. Employees will no longer use HRConnection and should refer to the information below to activate their account with Employee Navigator. Employee Navigator provides us with a more robust, user friendly system which will allow for a smoother enrollment process when electing your benefits. EN is also accessible with a smartphone or tablet!

Employees will need to create a login and verify all personal and dependent information prior to open enrollment July 26-August 6, 2021. All current benefit elections have been loaded into the system. Please note, that your current deductions will not be displayed accurately until after open enrollment, and you should refer to your paystub to verify correct deductions.

Registering your new account is quick and easy, just follow the steps below!

1. Please access this Registration Link: <https://www.employeenavigator.com/benefits/Account/Register>
2. Create Your Account

Enter in the requested fields:

- First Name
- Last Name
- Company Identifier: **CDASD**
- Pin: Last 4 digits of your Social Security Number
- Your birthdate (mm/dd/yyyy)
- Click Next>>



Create Your Account

First, let's find your company record

First Name

Last Name

Company Identifier  
(provided by HR)

PIN  
(Last 4 Digits of SSN / ID)

Birth Date  
(mm/dd/yyyy)

3. Create Username and Password

Then register a username and password

Username  
(company email is recommended)

Password  
(minimum length of 6, number and symbol required)  
  
[show it](#)

Terms of Use  
 I agree with the terms of use



Recommended Username:

- Your company email address

Password Requirements:

- Must be at least 6 characters
- Must contain at least (1) Number: (0-9)
- Must contain at least (1) Symbol: (!,@,#,\$)

Check the box to agree to the terms of use & Click Next>>

You will receive future emails from [noreply@employeenavigator](mailto:noreply@employeenavigator) when our open enrollment begins and if further information is needed for some benefit elections or actions for life events.

Please direct any questions regarding enrollment or benefits to Shelley Hanzen ([shenzen@cdaschools.org](mailto:shenzen@cdaschools.org)) or Eric Davis ([eric.davis@cdaschools.org](mailto:eric.davis@cdaschools.org)).

Thank you,  
Coeur d' Alene School District