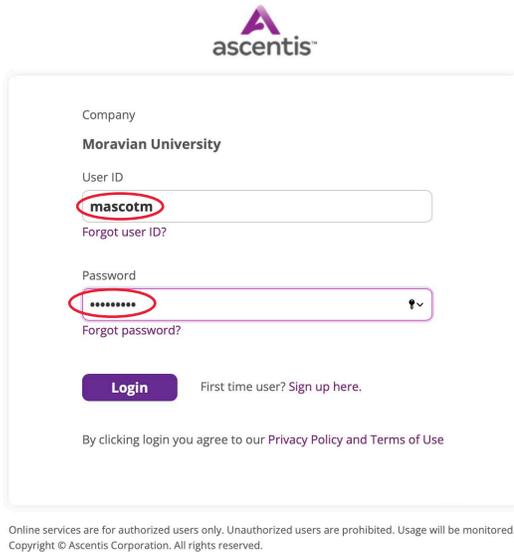


# MORAVIAN UNIVERSITY

## HOW TO ADD A SPOUSE AND/OR DEPENDENT

1. Go to: [HRportal.moravian.edu](https://hrportal.moravian.edu)
2. Type in Net ID username and password (This is the username and password you use to log into the computer. Your network ID is either your 'me' account or your last name first initial)



ascendis™

Company  
**Moravian University**

User ID  
  
Forgot user ID?

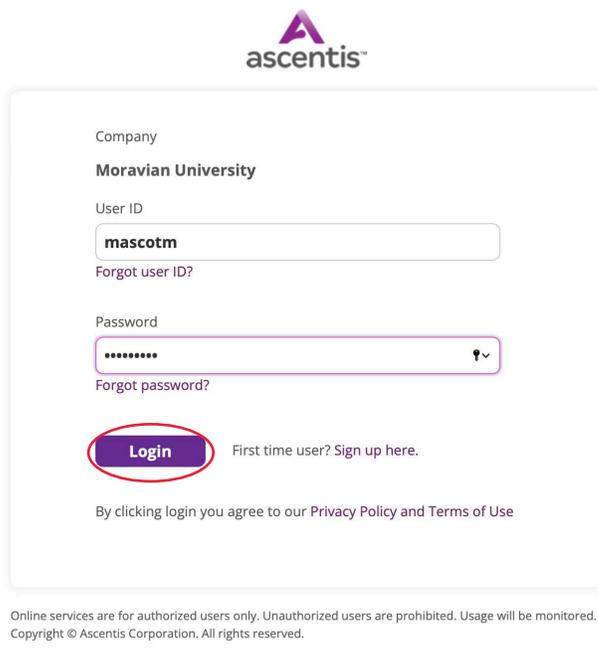
Password  
  
Forgot password?

**Login** First time user? Sign up here.

By clicking login you agree to our [Privacy Policy](#) and [Terms of Use](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © Ascentis Corporation. All rights reserved.

3. Click on “Login”



ascendis™

Company  
**Moravian University**

User ID  
  
Forgot user ID?

Password  
  
Forgot password?

**Login** First time user? Sign up here.

By clicking login you agree to our [Privacy Policy](#) and [Terms of Use](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © Ascentis Corporation. All rights reserved.

Should you require assistance using these instructions or employee self-service in general, please contact [HR@moravian.edu](mailto:HR@moravian.edu) or call 610-861-1527.

# MORAVIAN UNIVERSITY

## 4. Click "Myself"

MORAVIAN UNIVERSITY

Home **My Self** My Team Timekeeper My Company Reporting

- Personal Information
- Family Members
- Benefits
- My Paycheck

Personal Information

Go to Personal Information to view and update your personal

## 5. Click "Family Members" and then click "New"

MORAVIAN UNIVERSITY

Inbox What's New

Home **My Self** My Team Timekeeper My Company Reporting

- Personal Information
- Family Members
- Family Members**
- Benefits
- My Paycheck
- My Attachments
- My Notes

### Family Members

Action	Name	Relationship	Birth Date
<a href="#">View</a>   <a href="#">Change</a>   <a href="#">Inactivate</a>	Benefits, Billy	Child	05-05-1998

**New**

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# MORAVIAN UNIVERSITY

## 6. Type in all information, click "Save Changes"

MORAVIAN UNIVERSITY

Home [My Self](#) My Team Timekeeper My Company Reporting

Personal Information

Family Members

Family Members

Benefits

My Paycheck

My Attachments

My Notes

\*First Name: Betty

Middle Name:

\*Last Name: Benefits

\*Relationship: Spouse

Social Security: 555-55-5555

\*Birth Date: 05/05/1950

Sex:  Male  Female

Smoker:  Yes  No

Same Residence as Employee:  Yes  No

Please enter all fields having a red label and \*

Save Changes Cancel

Privacy Policy and Terms of Use Powered by **Ascentis**

## 7. Your dependent and/ or spouse will now show on your benefits screen.

MORAVIAN UNIVERSITY

Home [My Self](#) My Team Timekeeper My Company Reporting

Personal Information

Family Members

Family Members

Benefits

My Paycheck

My Attachments

My Notes

Family Members

Action	Name	Relationship	Birth Date
<a href="#">View</a>   <a href="#">Change</a>   <a href="#">Inactivate</a>	Benefits, Billy	Child	05-05-1998

New

## 8. All changes will be sent to HR for approval. Elections will be approved if all necessary documents are submitted into the [attachments section of ESS](#) or by emailing our Benefits Manager.

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