

## In-Person Open Enrollment Office Hours

Dates and	Times	Location
Friday, September 19: Monday, September 22: Wednesday, October 8:	3:00pm – 7:00pm** 9:00am – 12:00pm 1:00pm – 5:00pm**	Cypress College CCCPLX, 4 <sup>th</sup> Floor Room #414
Thursday, October 2: Tuesday, October 7:	9:00am – 12:30pm 3:00pm – 7:00pm**	Fullerton College Building 800 Conference Room #820-P Library
Thursday, September 25: Tuesday, September 30: Friday, October 3:	3:00pm – 5:00pm 1:00pm – 5:00pm** 3:00pm – 5:00pm	Anaheim Campus  10 <sup>th</sup> Floor  Room #1014  Session for September 30 <sup>th</sup> will be on 10 <sup>th</sup> Floor  Room #1025

\*\*Spanish Speaker Available

## NEED HELP?

Human Resources is hosting in-person office hours to assist employees in completing the District's 2026 online open enrollment process. Prior to requesting assistance, we encourage all employees to make their own changes in MyGateway utilizing the Online Open Enrollment Guide. If you have reviewed all open enrollment materials, and are still in need of assistance, please come visit a Benefits team member!

**Employees must coordinate attendance with their Immediate Management Supervisor.** 

- Employee will not be able to add new dependents during In-Person Office hours.
  - o Do not bring confidential verification documents to the session.
- > Employees will be assisted on a first come first serve basis. No appointment necessary.
- Employees may attend any session regardless of their worksite.
- Employees must know log-in information to access MyGateway in-person.

REMINDER: Only those employees who intend to make benefit plan and/or dependent changes are required to complete them online. If you are not making benefit plan and/or dependent changes for 2026, DO NOT start the online Open Enrollment process.