

Accessing Open Enrollment in UKG

From the Cision Okta homepage, click the UKG icon:

CISION	Q. Search your apps						
My Apps							
Work Add section ④		Office 365 Office 365 - Cision Office Portal	Office 365 - Cision Teams	Calendar	CISION	Office 365 - Dision OneDrive	CISION Cision Community Portal
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		Office 365 - Cision Mail	Office 365 - Cision People	Lever (SAML)	Culture Amp	Cision Thrine	LearnUpon
		CISION If Community Portal	Suck	TELUS Health Telus Health	IT HELP		 PrintorLogo PrinterLogic
		zoom	Addet Coates Coat	basware	HRSoft	CLICK	

Once in UKG, click the "Myself" icon from the left menu bar:

	<i>*</i> ^		
Q Search			
• ~ % ?	\$		
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Time Management			
Edit Favorites			
Learning Center			
UKG Community			
Go To Assist			
Home			
Inbox	~		
Sign out			
Share Feedback			

Click the link titled "Open Enrollment":





Click the link called "Open Enrollment 2025":

	* *	CISION	Open Enrollment	
Q Search		Open Enrollment		
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	~ ~	Description	Session Open Date	Session Close Date
Myself	:	Open Enrollment 2025	11/14/2024	11/29/2024
Personal	~			
My Company	~			
Jobs	~			
Career & Education	~			
Pay	~			
Time Management				
Benefits	~			
Open Enrollment				
Life Events	~			
Documents	~			

Review the information and make your selections. When you're done, be sure to click "Submit".

If you get stuck or have any questions, please reach out to <u>employeebenefits@cision.com</u>.