

Instructions on how to enroll for benefits:

Log into the Peoplesoft Online Enrollment and follow the prompts to complete your enrollment. Even if you plan to waive benefits, it is required that you complete the enrollment process.

From any Computer:

- Go to mycloud.nicklaushealth.org
- Enter your Network Username and Password
- You will need Citrix Access Gateway to connect to our portal remotely.
- Click on APPS, then Citrix IE, and the Nicklaus Children's Intranet Employee Portal will open.
- Select PeopleSoft Self Service tile, then Select Employee Self Service homepage, click on the Benefits Details tile, then the Benefits Enrollment tile.



- Complete the security check questions then click submit

Security Check

For your security, we ask you that you answer the following questions.

Security Check Questions	
Date of Birth (MM/DD/YYYY):	<input type="text"/> <small>31</small>
Last 5 digits of your SSN:	XXX-X <input type="text"/> - <input type="text"/>
<input type="button" value="Submit"/>	

Please enter a Something Isn't Working Ticket in NCHS ServiceNow if you are unable to access the information.

- Now you can begin your enrollment by following the instructions as you navigate through the enrollment process.