

Full-time Student Status update

To update a dependent as a full-time student, employees need to edit the dependent under the Family demographic section:

The image shows a two-part screenshot of a web portal. The top part is a sidebar with a progress indicator showing four steps: 1. Your info, 2. Your Benefits, 3. Enroll, and 4. Complete. Under step 1, 'Your info', there are three sub-sections: 'Employee Information', 'Family Info', and 'Family Info'. The 'Family Info' section is circled in red, and a red arrow points to it. Below the sidebar is a red 'Continue' button. The bottom part of the image shows the 'Family Information' section. It has a header 'Family Information' and a sub-header 'Tell me about your family.' with a woman icon. Below this is a text box explaining how to add or edit dependents. At the bottom, there are three cards. The first card shows a 'Male Employee' with a red 'Edit >' button. The second card shows a 'Female Child' with a red 'Edit >' button. The third card shows a blue plus icon and the text 'Add Dependents'.

1 Your info

Employee Information

Family Info

2 Your Benefits

3 Enroll

4 Complete

Continue

Family Information

Tell me about your family.

To enter your dependents, click on the "+ Add Dependents" link. To verify or edit the information of a family member entered, click on the person's name.

Male Employee

61 years old (5/23/1956)

SSN: [REDACTED]

Edit >

Female Child

24 years old (7/23/1993)

SSN: [REDACTED]

Edit >

+ Add Dependents

Dependent Demographic

* First Name

Middle Initial

* Last Name

Suffix

* Date of Birth

* Social Security Number

* Gender ☐ Male ☒ Female

Disabled ☐ Yes ☒ No

* Relationship

* Fields are required

Dependent Student Information

PLEASE COMPLETE THE FOLLOWING INFORMATION FOR DEPENDENT CHILDREN OVER THE AGE OF 19 ONLY.

Full-Time Student ☐ Yes ☒ No

