How to register for Initial/Open Enrollment

The State Employee Health Plan (SEHP) uses the Membership Administration Portal (MAP) for all enrollment elections. To register, you must provide your State ID # which can be found by logging in to https://mywsu.wichita.edu/index.html, go to the 'Faculty/Staff' tab, and hover over the SHaRP ID box. If you have trouble logging in, or have forgotten your username or password, you may re-register your account as often as needed. Please note, all health related benefit changes must be completed online at https://sehp.member.hrissuite.com/ during Open Enrollment, and throughout the year for mid-year qualifying events.

See below for step-by-step instructions on how to create an account and make a benefits selection.

**REMINDER – Open Enrollment changes: You cannot BEGIN your elections until October 1st. All changes must be completed by midnight on October 31st. If you are adding/changing dependents you must provide acceptable documentation (see http://www.kdheks.gov/hcf/sehp/DependentDoc.htm).**

1. Go to https://sehp.member.hrissuite.com/, click on “Register”.
2. Fill out all the blank boxes (Note: Your State ID # can be found by logging in to https://mywsu.wichita.edu/index.html, go to the 'Faculty/Staff' tab, and hover over the SHaRP ID box)

   ![Image of the registration form](image-url)
3. Once registered, you will be directed back to the login page. Now you can use your previously created **Email Address** and **Password** to login.

4. Review your information on the **Member & Family** page, then go to the **Enrollments & Events** tab.

5. Click “Launch Enrollment”* and follow the steps to choose your benefits. If you need assistance enrolling, please email **michelle.lopez@ks.gov** or **totalrewards@wichita.edu**.

*Enrollment in the HealthyKids program is required each year. Click on the link in the green box (above) to apply for this discount.