Instructions for On-Line myLSU Health Annual Enrollment Changes

1. Using your Internet browser software, such as Mozilla Firefox or Google Chrome, open the LSU home page at www.lsu.edu.
2. From the LSU home page, click on the myLSU link located on the upper left-hand side.
3. You will then be prompted to enter your PAWS ID or Email Address and your password.
4. From the myLSU homepage, select the option Employee Resources, then select INS Annual Enrollment.
5. The insurance enrollment page will display your current demographic information and current insurance participation.
6. To elect a new insurance plan, click on the plan of your choice, then click Submit.
7. A confirmation page will appear with your desired election. If the election is incorrect, press the back button and re-select your desired carrier.
8. If you experience difficulty, please call the HRM Office at 225-578-8200.