



MyOEBB Systems Training Registration

Purpose

OEBB has an online benefit management system call MyOEBB. Educational Entities will manage employees and benefits enrollment using MyOEBB. OEBB will provide training in order for your staff to gain access to MyOEBB; access will be granted after completing training. ***Please note training seats are limited so please enroll early to secure your seat.***

How to register for MyOEBB training?

1. Examine the training dates on the page 2.
2. Fill out the MyOEBB Systems Registration form on page 3.
 - a. Pick your training date. You only need to attend one day of training.
 - b. Fax your MyOEBB Registration to the contact listed on the top of page 3.
 - c. Remember to submit your MyOEBB Security Access and Termination Form (training will not be confirmed until received).
3. Once your MyOEBB Systems Registration and MyOEBB Security Access and Termination Form are received, OEBB will reserve your seat for training. OEBB will send an email confirming your reservation.

Who needs to attend MyOEBB training?

Payroll and/or Human Resource staff needs to attend. Please only send the necessary staff as trainings will be in high demand.

What is covered during MyOEBB training?

Training will cover how to add and/or edit employees, enrollment management, home page alerts, security, and report management.

MyOEBB Systems Training Location & Dates

***Training Time is 10:00 to 4:00 each day!
Only one day of training is required!***

May 8th, 2009

OEBB Lab/DAS East
Mt Hood
Room/Basement
1225 Ferry St SE
Salem, OR 97301

May 15th, 2009

OEBB Lab/DAS East
Mt Hood
Room/Basement
1225 Ferry St SE
Salem, OR 97301

June 5th, 2009

OEBB Lab/DAS East
Mt Hood
Room/Basement
1225 Ferry St SE
Salem, OR 97301

June 12th, 2009

OEBB Lab/DAS East
Mt Hood
Room/Basement
1225 Ferry St SE
Salem, OR 97301

MyOEBB Systems Registration

Please fax this registration to the following contact:
Dawn Wrezinski, Benefits Analyst
Fax: (503) 378-5832

Select your training date and location – 10:00 to 4:00 (please only check one box):

- May 8th – OEBB Office, Salem OR
- May 15th – OEBB Office, Salem OR
- June 5th – OEBB Office, Salem OR
- June 12th – OEBB Office, Salem OR

Print clearly in ink. Illegible forms will be returned. This could delay your request.

Name (print):		
Entity Name(s) (print):	Job Title:	
Phone:	E-mail:	
OEBB USE ONLY		
<input type="checkbox"/> M <input type="checkbox"/> LOP <input type="checkbox"/> WL <input type="checkbox"/> SATF	Received:	Confirmation: