



Unicorn HRO has been selected as the benefits administration provider for Middlesex College. We will be using the Unicorn HRO iCON HRIS application for our Benefits Open Enrollment starting November 1, 2021.

Using Unicorn HRO's Employee Self Service (ESS) portal for the iCON HRIS Product, you will have the ability view your current benefit plan elections and dependents at any time and you will be able to make elections for the upcoming calendar year during the Open Enrollment period.

Benefits of Employee Self Service

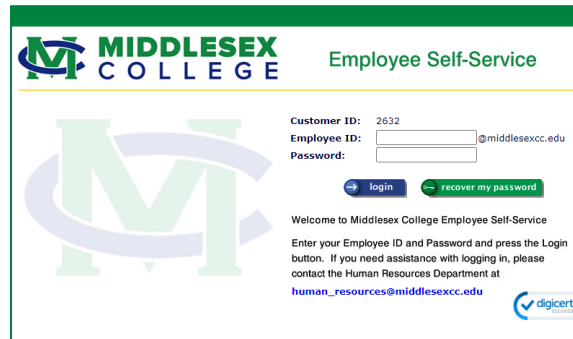
- Convenient – access from work, from home, or any location that has Internet
- 24-hour/7-day access
- Easy-to-navigate pages



How Do I Access Employee Self Service?

From your Internet browser, access the website using the URL below:

<https://emp.unicornhro.com/2632>



Customer ID:

- 2632

Employee ID:

- College e-mail address

Password:

- Temporary password will require reset

What Do I Need To Do?

- Log into iCON ESS
- Change your password
 - Minimum of 8 characters
 - Use combination of Upper/Lower case and special characters (!@#%\$^&*)
- Review your personal information

- Verify your address and phone number and update if needed
- Review/add your dependents
- Make Open Enrollment elections for health, prescription, and dental plans only if making changes

Employee Self Service Functions

Select from the three group options shown below to display.

1. Personal

- Personal Data
- Dependents
- Address Information
- Change Password

2. Benefits

- Open Enrollment
- Benefit Statement

More features coming soon!

If you have questions about accessing your ESS account now or at any time in the future, contact The Office of Human Resources at

human_resources@middlesexcc.edu.