Mississippi State University
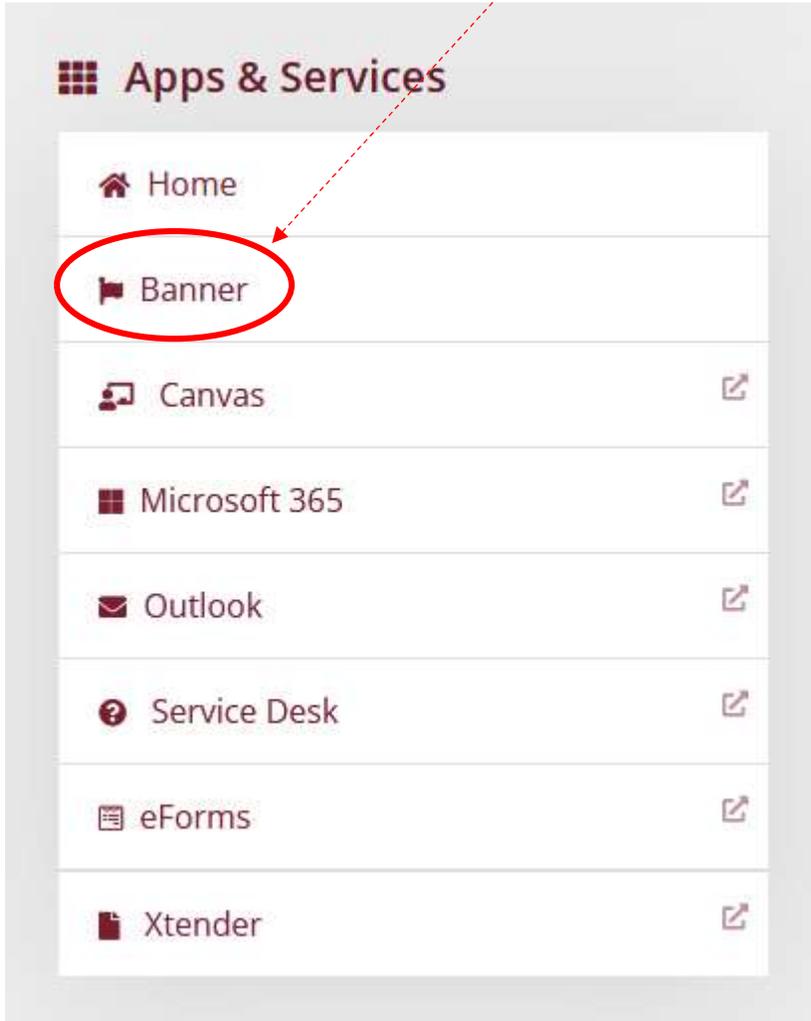
Instructions to View Your Current Benefits

Step 1: **Visit the Website** by clicking on the following link**: https://my.msstate.edu/**

Step 2: **"Login"** using your NetID and NetPassword

Step 3: **Locate and Click on the "Banner" Button:** On the website, you will find the "Banner" button under Apps & Services typically located on the left side of the screen

Step 4: **Locate and Click on the "Employee Tab":** On the website, you will find the "Employee" tab across the top and to the right of the screen.

Step 5: **Locate and select "Employee Dashboard":** On the website, you will find the "Employee Dashboard" under Employee Information on the right side of the screen.
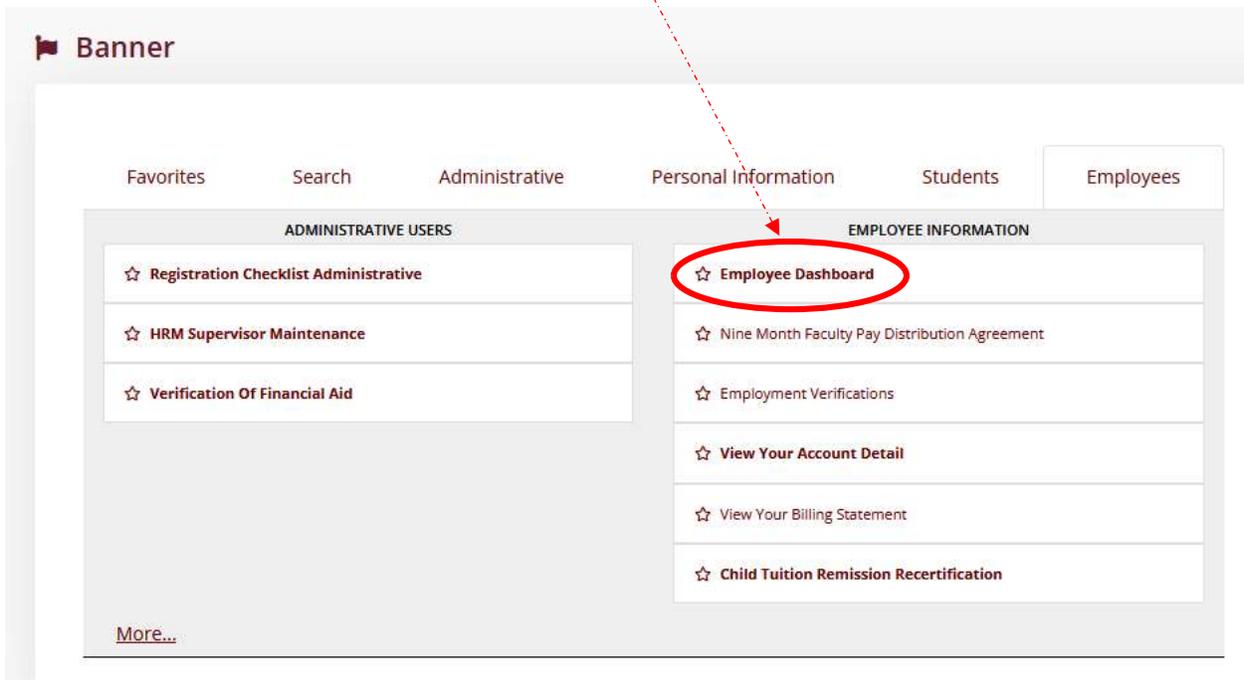
Step 6: **Under "Benefits" Drop Down (click on the "V" on the far right next to Benefits), select "Current Summary":** On the website, you will find "Benefits" Dropdown under Pay Information. Then, click on the link to "Current Summary".

Step 7: **Click on "Select":** You will be able to view your benefits as of the current date.

Step 8: **Click on the current plan link to scroll directly to the deduction amounts:** You should now be able to access your benefit deductions.

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