Welcome to Alvin Independent School District

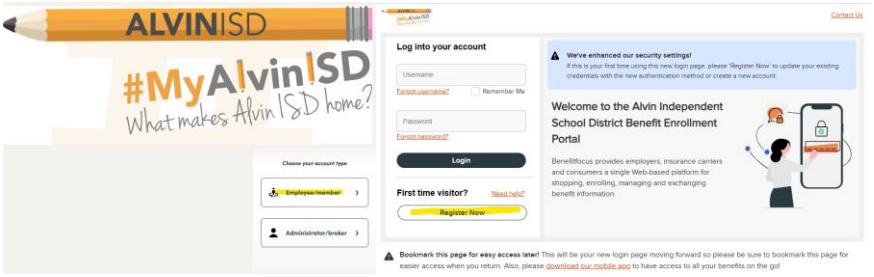
Open enrollment begins July 14, 2026, through August 07, 2026

Benefit Enrollment & Registration Instructions

Step 1
Go to http://www.alvinisd.net Alvin Independent School District home page. To review AISD Benefits Click on “Careers Tab” (Center), “Benefits”.

Step 2 **Returning Employees must re-register within the portal**

To enroll in your benefits, click “Benefit Enrollment Link” this will take you to “Alvin ISD Enrollment Portal”. Click “Employee/Member” , Click “Register Now”.



To start the registration process, you will need to provide your identification information including Social Security Number, Date of Birth, First and Last name. Upon successful entry of the identifying information, the employee will receive a code sent to their e-mail (work and/or personal) or mobile phone.

The employee then should fill in their desired username and password, as well as the required contact information. Both mobile and email values are required to continue.

Step 3
In the enrollment system benefits are broken down in sections, you must ***save*** each section to complete enrollment. After completing all your selected benefits and wish to print them click “employee benefit summary”.

What else do I need to know? It could take up to one week from your date of hire for you to be able to create an account in the enrollment system. If you are still not able to get into the enrollment system after a week, please contact the Insurance Department.

- Benefit enrollment must be completed within 30 days from your date of hire.

  Example: Employees start date of 08/01/2026 you have until 09/01/2026 to enroll for AISD Benefits. If you miss your 30-day window, you will be forfeiting benefits until next year’s open enrollment.

. ***Example***: Hire date 8/01/2026 - Benefits start 9/01/2026 - 1st payroll deduction 9/15/2026

Insurance Department Contacts

Kaitlin Aycock
Risk Management/Benefits Specialist
kaycock@alvinisd.net
281-245-2251

Cathy Wynn
Benefit Deduction Specialist
sxwynn@alvinisd.net
281-245-2495

Ana Huffman
Leaves and Absences Specialist
ahuffman@alvinisd.net
281-245-2800

Donnie Marek
Executive Director of Risk Mgmt.
dbmarek@alvinisd.net
281-245-2488

Issues Registering or Logging In?
Benefit Portal Technical Assistance 1-877-336-8082