Welcome to Rockdale County Public Schools! Our benefit administration system for enrollment and eligibility is called **bswift**. The system contains all the information you need to enroll in Rockdale provided benefits, including benefit outlines and costs, as well as step-by-step instructions**.**

***Eligibility: You have 21 days from your full-time date of hire to go online and make your elections for coverage****.* ***An email will be sent to your Rockdale email address when you are able to access the website.***

You can access the site here: <http://rockdaleschools.bswift.com>

Also on the **bswift** website is a link to enroll for health insurance, which is offered by the State of Georgia. The link is [www.myshbpga.adp.com](http://www.myshbpga.adp.com).

To access the **bswift** portal, you will log in with a User Name and Password.

Your User Name is a combination of your first initial, last name and the last four digits of your Social Security Number. For example, employee John Smith with a SS# of 123-45-6789 would have a user name of JSMITH6789.

Your Password is the last four digits of your Social Security Number. After you log in for the first time you will be prompted to change your password. We recommend keeping this password in a safe and secure location as only you will have access to the password. If you lose your password or lock yourself out of the site with too many failed log-in attempts our **bswift** contact will need to reset your password.

A few notes…

1. Be sure to use uppercase lettering for your User Name as the log-in is case sensitive.
2. If you have a hyphenated last name be sure to include the hyphen as part of your User Name

*Example:* Beverly Taylor-Johnson, SS# 123-45-6789 would be – BTAYLOR-JOHNSON6789

1. If your last name includes an apostrophe be sure to include it as part of your User Name

*Example:* Bill O’Malley, SS# 123-45-6789 would be – BO’MALLEY6789

1. You will use the last four digits of your social security number as your initial password and then be prompted to change that password upon your first log in.

If you have any problems logging into the system or have any questions about your benefits, please contact Kelly Coil, Benefits Manager, in the Human Resources Department at 770-860-4225 or [kcoil@rockdale.k12.ga.us](mailto:kcoil@rockdale.k12.ga.us).

Again, welcome to Rockdale County Public Schools!