ACPHS Students:

In order to waive the student health insurance and avoid a non-refundable charge to your student account, you must fill out the online waiver on the Student Portal by August 1st. Please follow the directions listed below to access the waiver form.
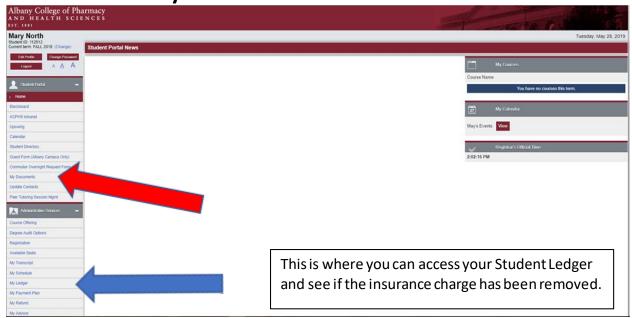
Waivers are normally processed the same week that they are received. You can check your Ledger (also located in the Student Portal) for updates to your Student Account.   Please feel free to email me if you have any questions about the health insurance waiver.

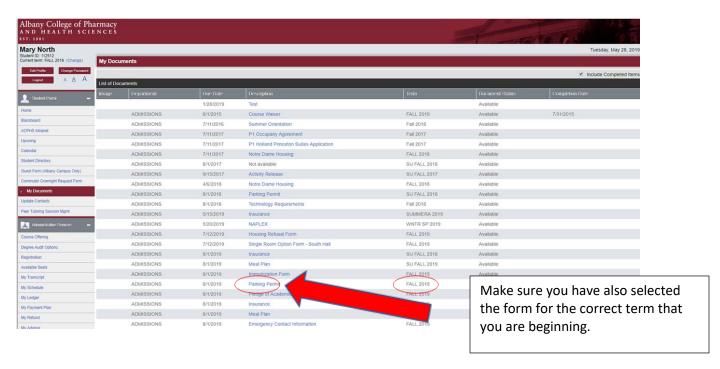*HOW TO ACCESS THE STUDENT PORTAL AND HEALTH INSURANCE WAIVER FORM (also Parking forms)*

1. **Go to: https://mycampus.acphs.edu/student/login.asp**

2. **Login with your ACPHS Email Username and Password. (Please contact the IT Department at: acphs@service-now if you do not know your username or password)**

Be sure to pick the correct term: FALL2023

3. Click on: My Documents

This is where you can access your Student Ledger and see if the insurance charge has been removed.

4. Click on: Insurance (make sure that you have clicked the Insurance tab for the correct term)

Make sure you have also selected the form for the correct term that you are beginning.

5. You will be directed to the waiver form.

- ✓ **Please complete all sections**
- ✓ **A copy of your insurance ID card must be uploaded along with your waiver.**
- ✓ **Failure to fill out and properly submit the waiver form may result in a delay in the insurance charge being removed from your student account.**

*Should you have any trouble completing this process online due to an "error message" or other technical problems, please email acphs@service-now.com