

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 1<sup>st</sup>. 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](mailto:acphs@service-now) if you do not know your username or password)**

Albany College of Pharmacy  
AND HEALTH SCIENCES  
EST. 1885

Student Portal Login

Tuesday, May 28, 2019

Note: Required fields are marked with an asterisk (\*)

\*Username:

\*Password:

Term: FALL 2019

Login

Contact your portal admin if you forget your Username

Be sure to pick the correct term: **FALL2023**

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### 3. Click on: My Documents

Albany College of Pharmacy AND HEALTH SCIENCES EST. 1881

Mary North Student ID: 112512 Current term: FALL 2019 (Change) Tuesday, May 28, 2019

Student Portal News

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)

Albany College of Pharmacy AND HEALTH SCIENCES EST. 1881

Mary North Student ID: 112512 Current term: FALL 2019 (Change) Tuesday, May 28, 2019

My Documents

List of Documents

Image	Department	Date/Date	Description	Term	Document Status	Completion Date
		1/28/2019	Test		Available	
	ADMISSIONS	8/1/2015	Course Waiver	FALL 2019	Available	7/31/2015
	ADMISSIONS	7/11/2016	Summer Orientation	Fall 2018	Available	
	ADMISSIONS	7/11/2017	P1 Occupancy Agreement	Fall 2017	Available	
	ADMISSIONS	7/11/2017	P1 Holland Princeton Suites Application	Fall 2017	Available	
	ADMISSIONS	7/11/2017	Notre Dame Housing	FALL 2018	Available	
	ADMISSIONS	8/1/2017	Not available	SU FALL 2018	Available	
	ADMISSIONS	9/15/2017	Activity Release	SU FALL 2017	Available	
	ADMISSIONS	4/6/2018	Notre Dame Housing	FALL 2018	Available	
	ADMISSIONS	8/1/2018	Parking Permits	SU FALL 2018	Available	
	ADMISSIONS	8/1/2018	Technology Requirements	Fall 2018	Available	
	ADMISSIONS	5/15/2019	Insurance	SUMMERA 2019	Available	
	ADMISSIONS	5/20/2019	NAPLEX	WNTR SP 2019	Available	
	ADMISSIONS	7/12/2019	Housing Refusal Form	FALL 2019	Available	
	ADMISSIONS	7/12/2019	Single Room Option Form - South Hall	FALL 2019	Available	
	ADMISSIONS	8/1/2019	Insurance	SU FALL 2018	Available	
	ADMISSIONS	8/1/2019	Meal Plan	SU FALL 2019	Available	
	ADMISSIONS	8/1/2019	Immunization Form	FALL 2019	Available	
	ADMISSIONS	8/1/2019	Parking Permits	FALL 2019	Available	
	ADMISSIONS	8/1/2019	Prize of Academic	FALL 2019	Available	
	ADMISSIONS	8/1/2019	Insurance	FALL 2019	Available	
	ADMISSIONS	8/1/2019	Meal Plan	FALL 2019	Available	
	ADMISSIONS	8/1/2019	Emergency Contact Information	FALL 2019	Available	

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](mailto:acphs@service-now.com)**

The screenshot shows a web browser interface for the Albany College of Pharmacy AND HEALTH SCIENCES. The header includes the college name and 'EST. 1891'. The user is identified as 'Mary North' with Student ID '112512' and 'Current Term: FALL 2019'. The page title is 'Insurance Form' and the date is 'Tuesday, May 29, 2018'. The main content area is titled 'ACPHS HEALTH INSURANCE WAIVER FALL2019'. It contains instructions: 'TO COMPLETE THE WAIVER PROCESS, YOU MUST PRINT THIS FORM AND MAIL IT ALONG WITH A COPY OF YOUR CURRENT HEALTH INSURANCE ID CARD TO: ACPHS, Administrative Operations, Student Insurance, 106 New Scotland Avenue, Albany, NY 12208'. Below this, there is a 'Registration/Waiver' section with the text: 'All ACPHS students are required to have health insurance while they are enrolled at the College. Students must either provide proof of insurance by completing the waiver process or they will be enrolled for and billed for a plan through MVP. For more information about the MVP Plan, visit: <https://intranet.acphs.edu/departments/adminoperations>'. A 'Select One:' dropdown menu is followed by two radio button options: 'I wish to enroll in the MVP plan and have my student account billed in the amount of \$2,090.' and 'I wish to **waive out** of the health insurance plan provided by ACPHS.' A horizontal line is provided for a signature. At the bottom, a warning states: 'Failure to waive the insurance plan provided by ACPHS by August 1, 2019, will result in automatic enrollment in the plan and a non-refundable charge of \$2090.00 to your student account. This includes 12-month enrollment in the health insurance plan (\$2078.64) as well as a \$11.36 administrative fee.' The left sidebar contains a navigation menu with items like 'Student Portal', 'Home', 'Blackboard', 'Partner Portal', 'Upcoming', 'Calendar', 'Student Directory', 'Guest Form (Albany Campus Only)', 'My Documents', 'Update Contacts', 'Albany Student Services', 'Course Offering', 'Degree Audit Options', 'Registration', 'Available Seats', 'My Transcript', 'My Schedule', 'My Ledger', 'My Refund', 'My Advisor', 'My Financial Aid', 'Class Management', and 'My Courses'.