

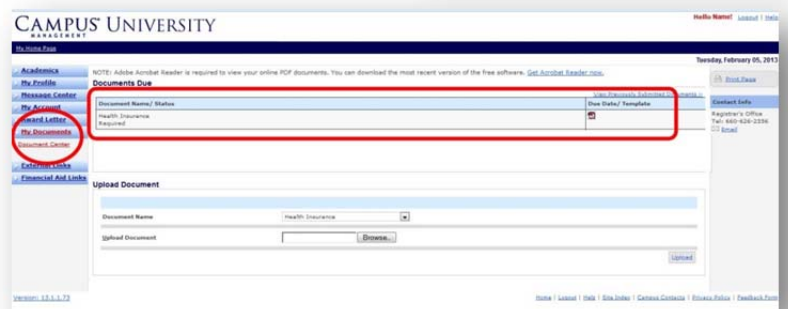
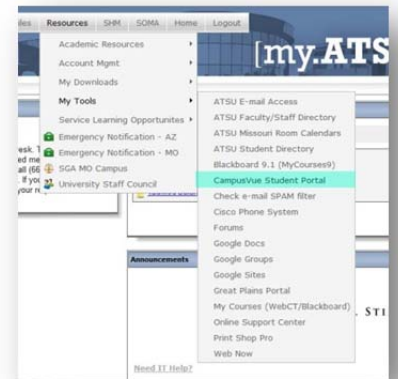
Submitting Proof of Health Insurance Coverage

Log in to the ATSU CampusVue Student Portal

1. Open a web browser and navigate to my.atsu.edu.
2. Log in using your ATSU username and password.
3. At the top of the screen, hover over **Resources/My Tools** and then click on **CampusVue Student Portal**.

Find the Document Center

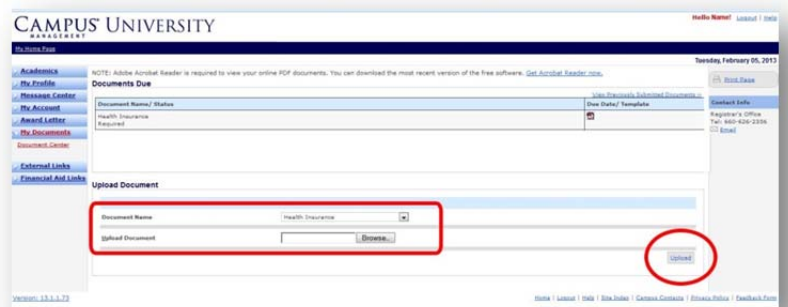
1. From the menu on the left-hand side of your screen, click on the **My Documents** link.
2. The **Documents Center** link will appear. Click on this link.
3. Under **Documents Due**, you will see **Health Insurance Required**. To the right of this document name/status you will see a red PDF icon under **Due Date/Template**. Click this icon to download the health insurance form.
4. Save the PDF form to your desktop.
5. Open, complete, and save the form to your desktop again.



IMPORTANT: The form must be saved to your hard drive or the information will not be stored and your form will appear blank when the Registrar's Office receives it! Your form will be rejected and you will have to start the process again!

Uploading Your Saved Document

1. Return to your CampusVue Student Portal and click on the "My Documents" link from the menu on the left-hand side of your screen.
2. The "Documents Center" link will appear. Click on this link.
3. Under "Upload Document", make sure Health Insurance appears in the drop down menu and then click the Browse button.
4. Navigate to your desktop, select your saved PDF form, and click the Open button.
5. Click the Upload button.



IMPORTANT: You will **not** receive any messages confirming that your document has been uploaded. In the next few days, you will receive an email from the Registrar's Office to your ATSU email account that confirms receipt of your form and if needed, further instructions. Please watch your ATSU email account for this communication!