When accessing your Health Insurance form, you’ll need to log into Self Service using your Allegheny login and password. Then you’ll click on the left icon that looks like a little person in a circle. This will get you into the “User Options” Menu. When you click the drop down, you will see several options.

When you click on “Agreements” you will see the “College Sponsored Insurance Coverage” and you can click on that to accept or decline the college sponsored Health insurance. You will also need to upload a copy of the front and back of your current insurance card if you decline the college sponsored Insurance coverage.

Click on view and then you can Accept or Decline the College Sponsored Health Insurance.
When you click on the “Manage” button, a dialog box will open where you can upload the front and back of your insurance card. **MAKE SURE you upload BOTH sides before you click on lose.** You will not be able to re-upload. If you do close the dialog box by mistake, please contact orientation@allegheny.edu, and we will reset the form for you.

You will then see your attachments as above.