

# Adelphi University

## 2019-20 Academic Year

### Create New Account Instructions

(Illustration on how to Create a New Account, Log In, and obtain an ID card.)

#### Step 1

From the Adelphi University page at: <https://www.studentinsurance.com/Schools/Login/?Id=1375>, click on My Account in the upper right hand corner.

#### Step 2

You must create an account for the 2019-20 school year first before you can log into your account. On the Student Sign On page select 'Create New Account' and complete the form. (Upon successful completion a 'Success!' window should appear, close this window.)

#### Step 3

Next enter the email address and password used when creating your account into the 'Student Sign On'.

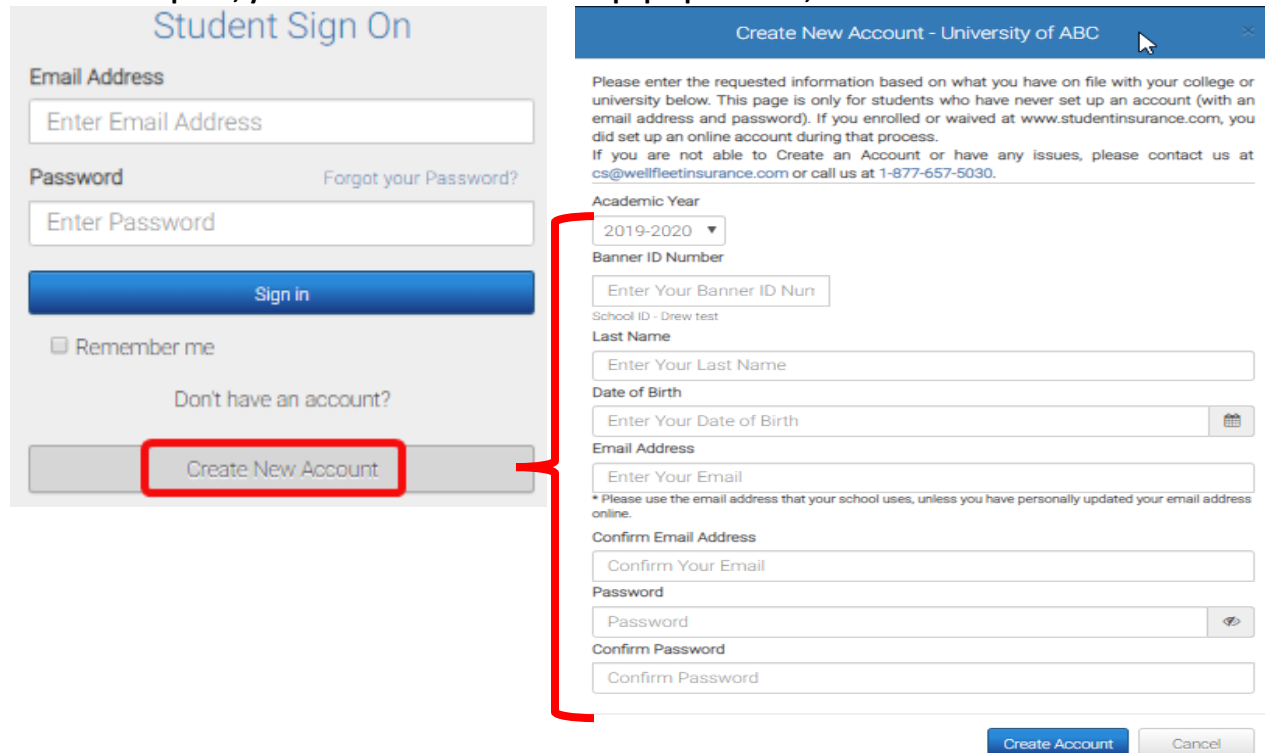
#### Step 4

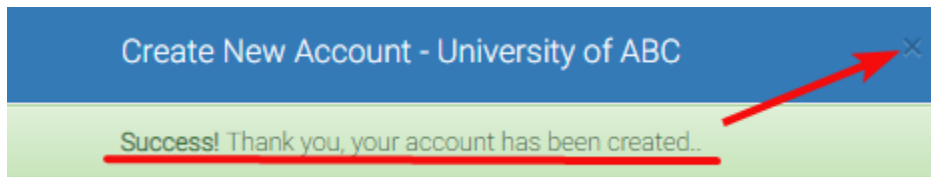
Once inside your account click on the 'Student Options' tab on the top Menu bar and select how you would like to receive your ID card. Print online, emailed to the email address in your account or request a card.

Step 1) Click on My Account in the upper right hand corner.



Step 2) Click on 'Create New Account' and enter the requested information, click Create Account button to complete, you should receive a Success! pop-up window, close this window to continue.

A screenshot showing the 'Student Sign On' page on the left and a 'Create New Account - University of ABC' pop-up window on the right. The 'Create New Account' button on the sign-on page is highlighted with a red box. A red line connects this button to the pop-up window. The pop-up window contains the following fields: 'Academic Year' (dropdown menu set to 2019-2020), 'Banner ID Number' (text input), 'Last Name' (text input), 'Date of Birth' (calendar icon), 'Email Address' (text input), 'Confirm Email Address' (text input), 'Password' (text input with eye icon), and 'Confirm Password' (text input). At the bottom of the pop-up are 'Create Account' and 'Cancel' buttons. The 'Create Account' button is highlighted with a blue background.



Step 3) Next, enter your email address and newly created password into the Student Sign On.

A form titled "Student Sign On" with two input fields: "Email Address" (placeholder: "Enter Email Address") and "Password" (placeholder: "Enter Password"). A "Forgot your Password?" link is next to the password field. A blue "Sign in" button is at the bottom.

Step4) Once you have logged into your account, click on Student Options on the top Menu bar, and then select how you would like to receive your ID card.

A screenshot of a web application interface. The top navigation bar includes "Communications", "Benefits", "Claims", "Student Options" (highlighted with a red box and a mouse cursor), and "Contact Us". Below the navigation bar, there is a "YOUR STUDENT OPTIONS" section with a description and a "NEED HELP? CLICK HERE TO CONTACT US" button. To the right, an "Account Options" list includes "Print ID Card(s)", "Request Replacement Card", and "Email ID Card(s)", all of which are highlighted with a red box. Below this, a user profile section shows "Last Login: 8/10/2019", "School ID: IDCARD123", "Enroll Status / Plan Type: Active - MAN", and "ID Card Mailed On: 1/28/2019". A "POLICY INFORMATION" section follows, with fields for Coverage Period, Dates, Type, Designation, Record Year, Coverage, Citizenship, and Plan Number, many of which are redacted with black boxes. The footer contains "Copyright © 2019" and the email "customerservice@studentinsurance.com".