

VALPARAISO UNIVERSITY HEALTH REQUIREMENT STEPS

DEADLINE* - FIRST TUESDAY OF

JULY for SUMMER/FALL SEMESTER

DECEMBER for SPRING SEMESTER

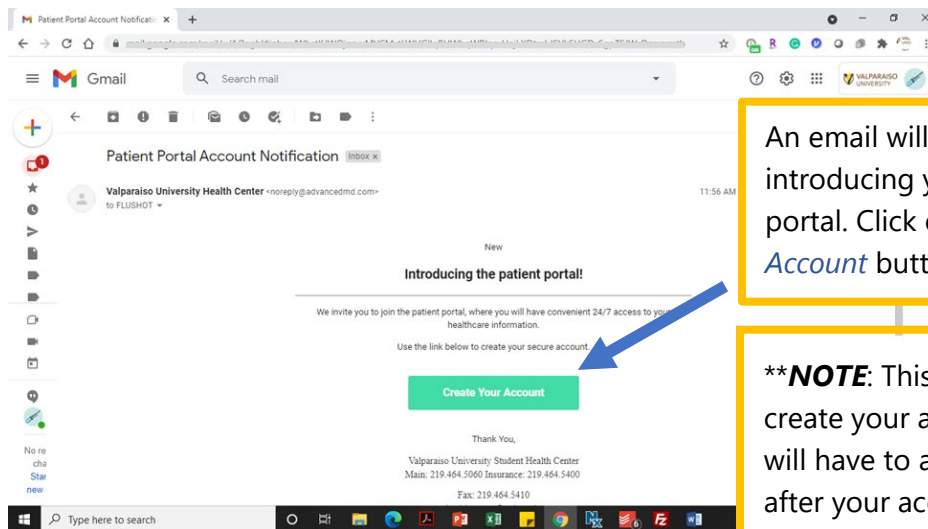
**The \$50 Health Registration Fee will be waived if your registration process is completed by the deadline*

1. **Check your Valpo Email:** Keep an eye on your Valpo email for an invitation to create a Health Portal. This invitation will contain instructions on how to access the portal.

-If your invitation has expired, please email health.center@valpo.edu to have your portal invitation reset.

-If you requested a reset invitation or sent multiple invitations, use the most recent invitation.

2. **Access the Health Portal:** Once you receive the invitation, click on the link provided in the email to access the Health Portal. This link should direct you to the registration page.



An email will be sent to you introducing you to the patient portal. Click on the [Create Your Account](#) button.

****NOTE:** This is an invitation to create your account only. You will have to access your portal after your account is created through the [portal link](#).

3. **Register an Account:** Follow the prompts to register an account on the Health Portal. You may need to provide personal information such as your name, date of birth, and student ID number.

The portal account registration page will automatically open at this time.

1. Create a password
2. Confirm your password
3. Enter your date of birth
4. Check the box and click *Register*

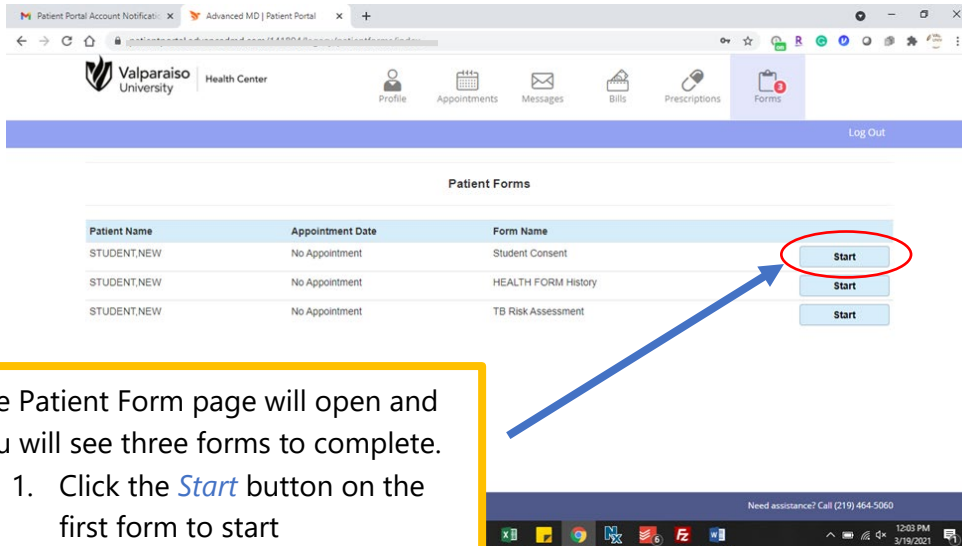
Please remember your password as this will be your Valpo Patient Portal for all health-related services for the remainder of your years at Valparaiso University.

4. **Complete Health Requirements:** Once you have registered an account and logged in to the Health Portal, you should see a list of health requirements that must be completed. These requirements may include submitting medical history forms, immunization records, or other health-related documents.

Your personal Valpo Health Center Portal will automatically open at this time.

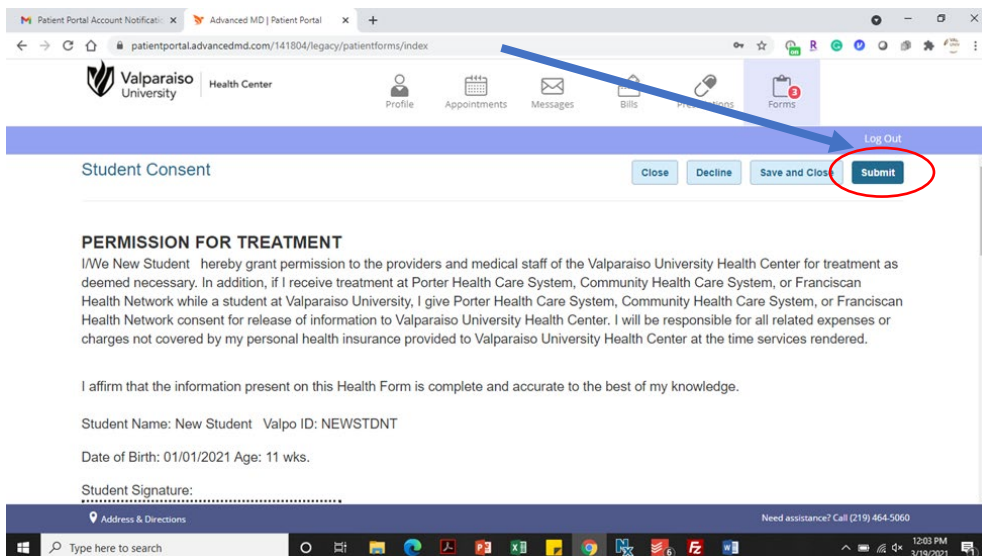
Click on the *Forms* (the clipboard at the top right of the page). 3 forms need to be completed.

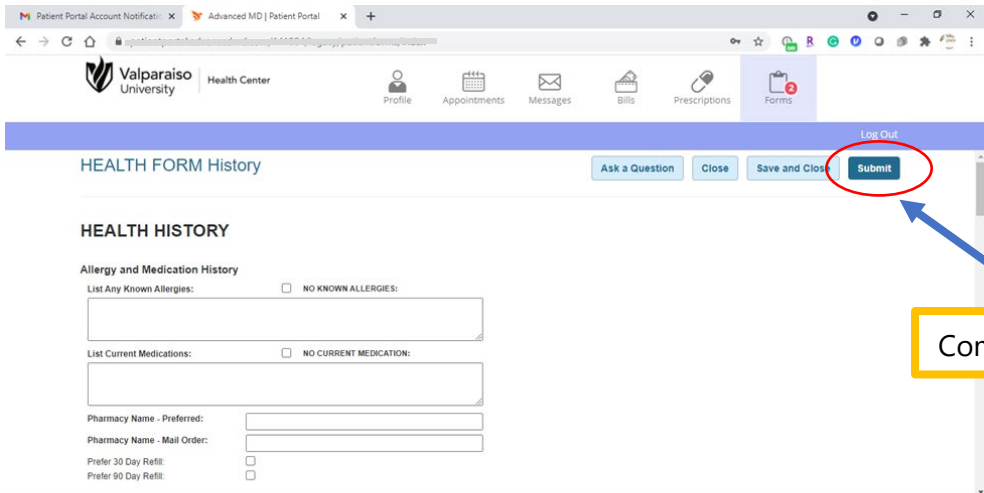
5. **Fill out Forms:** Carefully review each health requirement and fill out any necessary forms or provide requested information. Make sure to double-check all information for accuracy before submitting.



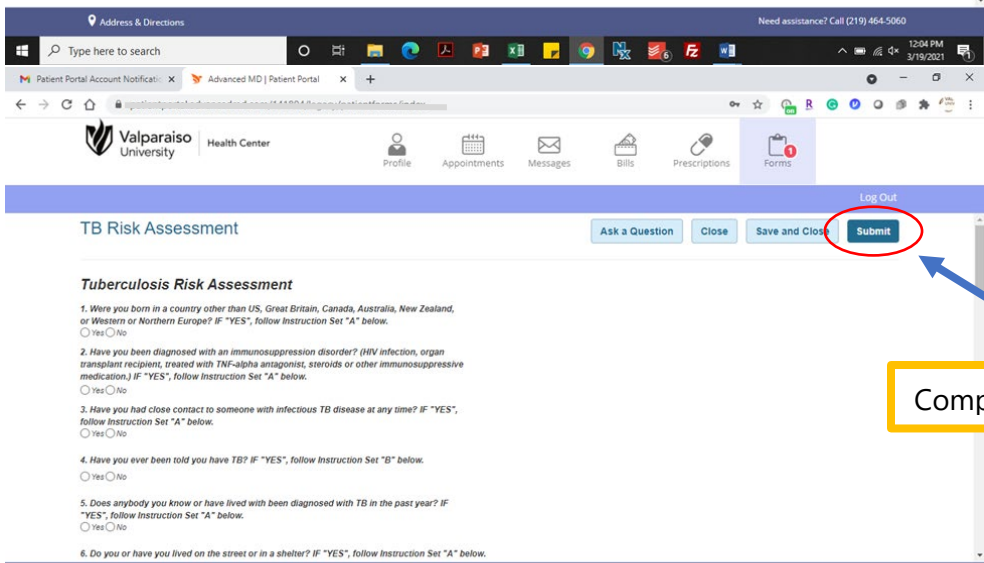
The Patient Form page will open and you will see three forms to complete.

1. Click the *Start* button on the first form to start
2. Complete each form and then click on *Submit*

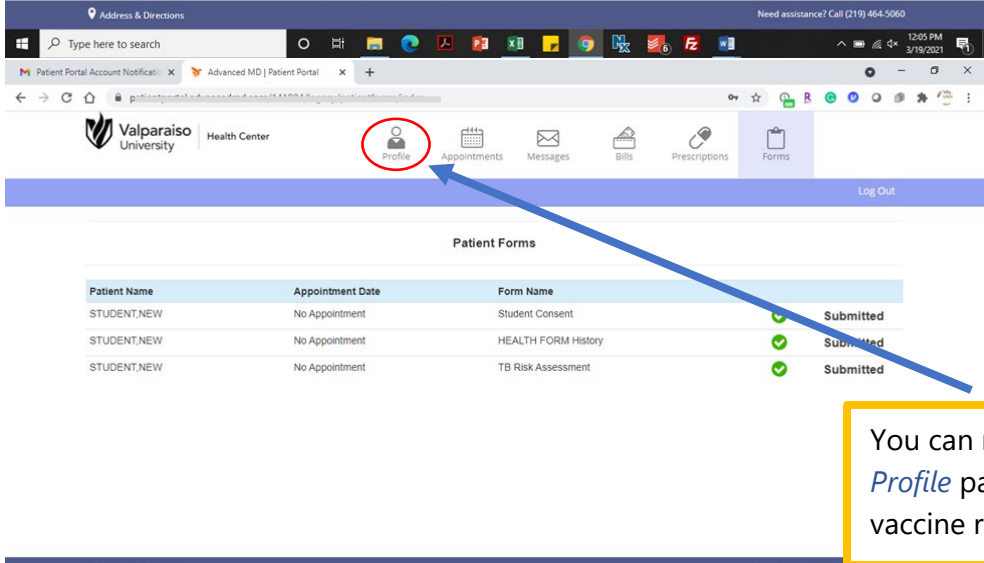




Complete and *Submit*

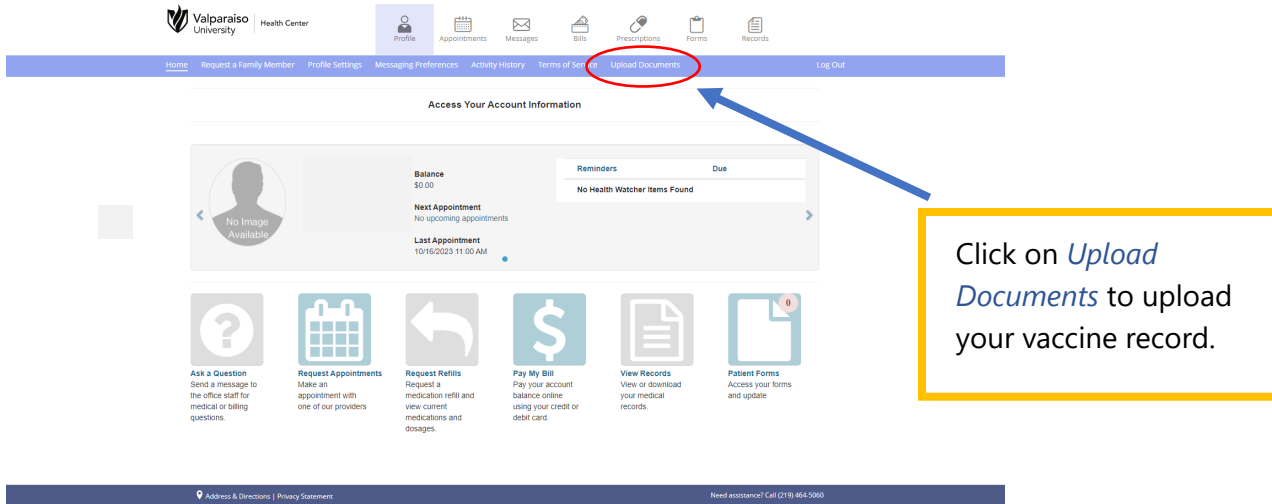


Complete and *Submit*



You can now return to your *Profile* page to upload your vaccine record.

6. **Submit Documents:** Upload any required documents, such as immunization records or medical history forms, to the Health Portal. Make sure all documents are clear and legible before uploading.



Valparaíso University Health Center

Home Request a Family Member Profile Settings Messaging Preferences Activity History Terms of Service **Upload Documents** Log Out

Access Your Account Information

Balance \$0.00

Next Appointment No upcoming appointments

Last Appointment 10/16/2023 11:00 AM

Reminders Due
No Health Watcher Items Found

Ask a Question Send a message to the office staff for medical or billing questions.

Request Appointments Make an appointment with one of our providers

Request Refills Request a medication refill and view current medications and dosages.

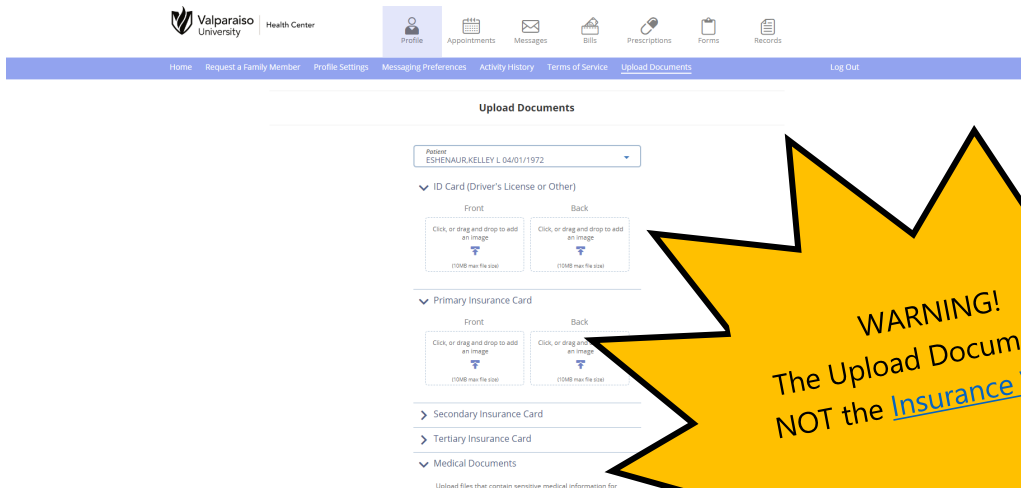
Pay My Bill Pay your account balance online using your credit or debit card.

View Records View or download your medical records.

Patient Forms Access your forms and update.

Click on *Upload Documents* to upload your vaccine record.

Address & Directions | Privacy Statement Need assistance? Call (219) 464-5060



Valparaíso University Health Center

Home Request a Family Member Profile Settings Messaging Preferences Activity History Terms of Service **Upload Documents** Log Out

Upload Documents

Patient: ESHENAU, KELLEY L 04/01/1972

✓ ID Card (Driver's License or Other)

Front Back

Click, or drag and drop to add an image. Click, or drag and drop to add an image.

Primary Insurance Card

Front Back

Click, or drag and drop to add an image. Click, or drag and drop to add an image.

Secondary Insurance Card

Tertiary Insurance Card

Medical Documents

Upload files that contain sensitive medical information for

WARNING!
The Upload Documents is NOT the Insurance Waiver.

If your vaccine record is saved on your computer or device, you can upload the document with a *click* on the "Document 1" box.

Select your vaccine record saved on your computer or device and *open* file. The document will upload to the portal.

After your document is uploaded, you will need to press "*Send*" to submit the file.

7. **Contact for Assistance:** If you encounter any difficulties or have questions about filling out your health requirements, contact the Student Health Center at Valpo by emailing health.center@valpo.edu. They will be able to assist you and provide guidance on completing the process.
8. **Follow-Up:** After submitting your health requirements, periodically check your Valpo email for any updates or notifications regarding your health status or any additional steps you may need to take. All online forms must be completed and vaccination records uploaded by the deadline.

**If you are under 18 years of age during FOCUS or the start of class you and your parent/legal guardian will need to sign a consent form, in person at FOCUS.*

Reminder:

The \$50 Health Registration fee, paid to the Health Center, the charge will be waived if your information is submitted before the deadline. A HOLD will be placed on your student account after classes begin until the registration requirements are complete.

By following these steps, you should be able to successfully fill out your Health Requirements through the Health Portal at Valpo.

Before You Go: Don't forget to enroll or opt-out of the [student health insurance plan](#)

Domestic Student Health Insurance:

- **Deadline:** The deadline to enroll or waive the University-sponsored insurance is the first day of class.
- **Waiver Process:** The waiver for the University-sponsored insurance occurs **annually**. Notifications regarding the waiver process are sent to your Valpo email account from the health center and Academic Health Plans.
- **Waiver Periods:** The waiver period for the Fall Semester typically opens in mid-April, and for the Spring Semester, it opens in mid-November.
- **More Information:** Further details about the waiver process will be provided later.
- **Contact Information:** For inquiries or requests related to the University-sponsored insurance, you can email studenthealth.insurance@valpo.edu. Make sure to include your student ID# and intent to enroll in your email.

General Tips:

1. **Stay Informed:** Keep an eye on your Valpo email for notifications regarding insurance enrollment, waiver periods, and any updates from the health center or Academic Health Plans.
2. **Deadlines:** Be mindful of the deadlines for enrollment or waiver submissions to avoid unwanted charges on your student aid or any issues with your insurance coverage.
3. **Contact for Assistance:** If you have any questions or need assistance with insurance-related matters, don't hesitate to reach out to studenthealth.insurance@valpo.edu.
4. **Follow Instructions:** Follow any instructions provided in the emails and on the [university's website](#) regarding insurance enrollment, waivers, and other related processes.

By following these guidelines and staying informed, you can ensure that you are on your way to meeting the requirements for health insurance coverage as a student at Valpo. For a [Quick Reference Flyer](#) or [Video Training Series](#) for students click the highlighted link.

International Student Health Insurance:

- **Mandatory Enrollment:** International insurance coverage is mandatory for enrollment.
- **Information:** You can find detailed information about the International Insurance Policy on the [health center website](#).
- **Contact Information:** For all insurance-related questions, including inquiries about international insurance, you can email studenthealth.insurance@valpo.edu.

General Tips:

1. **Stay Informed:** Keep an eye on your Valpo email for notifications regarding insurance and any updates from the health center or Academic Health Plans.
2. **Deadlines:** Be mindful of the deadlines for any issues with your insurance coverage.
3. **Contact for Assistance:** If you have any questions or need assistance with insurance-related matters, don't hesitate to reach out to studenthealth.insurance@valpo.edu.
4. **Follow Instructions:** Follow any instructions provided in the emails regarding insurance enrollment and other health registration-related processes. If you encounter any difficulties or have questions about filling out your health requirements, contact the Student Health Center at Valpo by emailing health.center@valpo.edu. They will be able to assist you and provide guidance on completing the process.