Dear Students,

The online waiver for the health insurance is AVAILABLE! Please follow the directions below:

1. Log in to EagleLINKS
2. Select Campus Systems
3. Select Student Systems
4. Select Student Health Insurance Site
5. Select Forgot Password **(for security purposes, you need to request a new password be sent to your Coppin email address)**
6. Select Email Password option (SEBT will email a password to your Coppin email address)
7. Retrieve your new password and return to SEBT site.
8. Under Username, enter your Coppin email address (Eg., J Doe00@student.coppin.edu)
9. Under Password, enter the password that was sent to you by SEBT**(see step 5-6)**
10. Select Login

- **Students opting to waive coverage** will need to provide proof in the form of the insurance information from your other insurance policy to waive the CSU coverage. This means the information that is on your insurance card, as well as a few details to answer questions pertaining to your coverage.
- Once complete, the system will confirm receipt of your waiver request.
- **Upon approval, your waiver status will be sent to Coppin State University and the charge for the coverage will be removed from your student account.**
- Students that waive coverage are still able to purchase the pre-paid student health insurance plan with Life and AD&D, as well as the dental and vision plans. To enroll and purchase this coverage, please visit the CSU EagleLINKS student health insurance portal under **EagleLINKS > Campus Systems > Student Systems > Student Health Insurance Site:**

11. Select Open Enrollment/Waiver
12. Select Yes, for the question “Do you have existing insurance coverage”
13. Complete the waiver process
14. Review information to make sure everything is correct
15. Select **“I confirm the waiver”** option
16. Please print or save your Online Waiver completion page, which will appear after the **“I confirm the waiver”** option is selected. The top of the page will read **“Thank you for completing this online waiver”** and your student information will be below that statement.

**PS: Screen shots below will help you navigate thru the Online Waiver process.**
1 - Start the online Waiver process by requesting a Password Reset:

2 - Enter your Coppin email address and click on Email Password button to request a password that will be sent to your Coppin email Address:

3 - Then login using your Coppin email address as Username and the Password that you just received from SEBT:
4 – Click on Open Enrollment/Waiver button

5 – View Demographics and apply for the waiver and click on continue button:

6 – Fill-in Health Insurance coverage details you currently have and click on continue button:
7 – Review and Confirm:

Review all the information and confirm by clicking on "I confirm the waiver" button.