

# Assign Insurance Plans

Once the ChromeCare Insurance purchasing window is closed, plans must be assigned to students in Device Manager. This process is done by identifying students that have purchased insurance in Student Fees and then applying the insurance plan to the students in Device Manager.

Note: If insurance plans are assigned before the purchasing window closes then use the date filter in the Fee Report each subsequent time plans are assigned.

Note: After the purchasing windows closes additional insurance plan purchases will need to be manually assigned to the student.

## To assign insurance policies to students

Login to PowerSchool, this can be done from the District Office

## Identify Students for each plan starting with the longest term plan first

### 6-Year Plan

- Select **MBA Student Fees** under the **MBA Plugins** section of the left navigation menu
- Select **Fee Report**
- Under **Fee Type** select all of the **ChromeCare Plan** fee types
- Set the **Paid** value to **= 70**, **Grade Level** to **-1 (Y5)**, and click on the **Generate Report** button
- Note: This will include Y5 students that purchased a 6 year plan
- If there are students listed
  - Click on the **Make These Students the Current Selection** button at the bottom of the page
  - Return to the **Start Page** and verify the selection
  - Select **MBA Device Manager+** under the **MBA Plugins** section of the left navigation menu
  - Select **Device Assignments**
  - Set **School Selection** to **All**
  - Set **Student/Staff Selection** to **Current Selection**
  - Leave **Student/Staff Device Assignment Status** set to **Any**
  - Click on the **Search** button
  - Under **Device Assignment** set the dropdown to **Mass edit device assignments**
  - Check the **Insurance Policy**, **Cost for Insurance**, and **Insurance Coverage** checkboxes

- Set the **Insurance Policy** dropdown to **ChromeCare 6-Year 22-28**
- Set the **Cost for Insurance** to **\$70**
- Set the **Insurance Coverage** date range to **8/1/2022 - 7/31/2029**
- Use the checkboxes to select all of the students listed
- Click on the **Save Edits** button

Repeat for each insurance plan in decreasing order of plan length with the following modifications

### **5-Year Plan**

- MBA Student Fees
  - Paid value = 70
  - Grade Level to 0
- MBA Device Manager+
  - Insurance Policy to ChromeCare 5-Year 22-27
  - Cost of Insurance to \$70
  - Insurance Coverage date range to 8/1/2022 - 7/31/2028

### **4-Year Plan**

- MBA Student Fees
  - Paid value = 60
  - Grade Level to All Grades
- MBA Device Manager+
  - Insurance Policy to ChromeCare 5-Year 22-26
  - Cost of Insurance to \$70
  - Insurance Coverage date range to 8/1/2022 - 7/31/2027

### **3-Year Plan**

- MBA Student Fees
  - Paid value = 50
  - Grade Level to All Grades
- MBA Device Manager+
  - Insurance Policy to ChromeCare 5-Year 22-25
  - Cost of Insurance to \$50
  - Insurance Coverage date range to 8/1/2022 - 7/31/2026

### **2-Year Plan**

- MBA Student Fees
  - Paid value = 35
  - Grade Level to All Grades
- MBA Device Manager+
  - Insurance Policy to ChromeCare 5-Year 22-24
  - Cost of Insurance to \$35
  - Insurance Coverage date range to 8/1/2022 - 7/31/2025

## 1-Year Plan

- MBA Student Fees (run once for each fee amount)
  - Paid value 20, 15, 10
  - Grade Level to All Grades
- MBA Device Manager+
  - Insurance Policy to ChromeCare 5-Year 22-23
  - Cost of Insurance to fee paid (\$20, \$15, \$10)
  - Insurance Coverage date range to 8/1/2022 - 7/31/2024

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