Clear Prior Year Insurance Plans

When clearing the previous years insurance you will want to retain everyone that has a multiyear plan that is still in effect.

Note: this will need to be completed at each building in PowerSchool

Select Students with Current Insurance Plan

Select MBA Device Manager+ from PowerSchool

Select Device Assignment Report under Device Management Reports

Set Student/Staff Selection to Students

Set Device Name to Chromebook

Set Device is Currently Insured to Yes

Set Device is/was insured on date to the last day of the previous year that insurance was active, probably June 30th of the previous year

Click on the Search button

Review the list and note the names of students with an insurance plan extending into the current year

You do not want to remove the insurance plan for these students

Click on the **Make Students Current Selection** button

Return to the PowerSchool Start Page, your current selection should be all students with an active insurance plan

Click on the Select By Hand button

Uncheck the students previously noted with an insurance plan extending into the current year

Click on the Update Selection button

> Your selection will now contain students that need their insurance plan removed

Remove Current Insurance Plan

Using the current selection from above select MBA Device Manager+

Select Device Assignments under General Functions

Set Student/Staff Selection to Current Selection

Click on the Search button

Set the Device Assignment dropdown to Mass edit device assignments

Check the Insurance Policy checkbox and set the dropdown to No Insurance Policy

Use the checkbox to select all of the students listed

Click on the Save Edits button

> Warning: This will remove the insurance plan from all listed students

You are now ready to assess the ChromeCare Plan fee to all students without a current insurance plan

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