

Manually Assess Fees and Assign Insurance Plan

After the ChromeCare Insurance Plan purchasing window has closed the following process must be followed to purchase ChromeCare Plan insurance.

ChromeBook Inspection

- The local building tech must inspect the Chromebook for damage
- All damage must be repaired and paid prior to purchasing insurance

Manually Assess Student Fee

- Login to PowerSchool
- Select the student to assess the fee
- Select MBA Student Fees under the Administration section of the left navigation menu
- Click on the + to the left of the ChromeCare Plan fee type
- Enter an Assessed Fee Note
- Adjust the Amount if a multiyear plan is being purchased

Note: If the ChromeCare Plan fee type is not available it will need to be enabled

Manually Assign ChromeCare Insurance Plan to Student

- Do not apply the insurance plan to the student until the fee has been paid
- Login to PowerSchool
- Select the student to assign the ChromeCare Insurance Plan
- Select MBA Device Manager under the Administration section of the left navigation menu
- Click on the Edit button to the left of their assigned Chromebook
- Under the Insurance Policy dropdown select the purchased plan
- Adjust the Insurance Coverage start date to the date the insurance was purchased
- Click on the Save Edits button

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