



EDINBORO UNIVERSITY
of PENNSYLVANIA

219 Meadville Street • Edinboro, PA 16444

Human Resources and Faculty Relations
Reeder Hall

Telephone: 814-732-2703
Fax: 814-732-2885

**Verification of Full-Time Student Status
for Health Insurance Continuation**

1. Log on to the Edinboro University home page: <http://home.edinboro.edu>
Keyword: SCOTS
2. Select Self-Service Enrollment Verification
3. Select Link to the National Student Clearinghouse
4. The student must login using his/her Current Edinboro Username and Password
 - a. Username – first initial of your first name, last six digits of your ID number, and your first initial of your last name
 - b. Password – Originally your password was your birthday (mm, dd, yy) you were then asked to change it. The new password could have been anything from 6 to 32 characters (letters, numbers, or combination of both). If your password will not work go to the computer “Help Desk” on Ross Hall and obtain assistance in resetting your password.
5. Enter your Name, Date of Birth, and Social Security Number
6. Select Login
7. Under Obtain an enrollment certificate, select All Enrollment
8. Select Obtain an enrollment certificate
9. Print the information on the screen by choosing the “Print” option
10. Submit the enrollment certificate to Linda S. Harrison, Manager of Employee Benefits

If this clearinghouse form is not available, contact the registrar’s office for an enrollment verification certification.