2. Type “Wichita State University” in the search box.

3. Choose your Policy Year, which will be the same as the current school year (begins in Fall and ends in Spring)
4. Click “Login to My Account”

5. If this is your first time on the site, click “Create Account” or “SACM Member Create Account”

6. Enter your personal information including your WSU ID here. (ex: A123B456)
7. Create a username and password.

8. You’ll see this screen and you can click “Login.”

9. Type your username and password, then click “Login.”
10. The system may automatically log you out at this point, but just click the link to go to the home screen and log in once more.

11. Click “Continue”

12. You are FINALLY ready to print your insurance card! Click “ID Card Information.”
13. You can now request a permanent card be mailed to your home address and/or view or print a temporary ID Card.

14. If you choose to view or print the temporary ID Card, you will see this page. Click “View/Print.”
15. If you choose to request a permanent ID card, you will see this page.
   
   a. Make sure your mailing address is correct.
   b. If it’s not, click on “My Personal Information.”
   
   c. Update your address and click “CONTINUE.”
d. Click “Return to My Account” and go to the page where you can request the permanent card.

e. Verify your address information, then check the box for the current semester and click “CONTINUE.”
16. After you click “CONTINUE,” you will see a red message showing that they received your request. You will also receive an email confirmation.