1. Go to https://www.gallagherstudent.com/ucf. Click “Student Login”. Enter your user name and password if you are a returning user. Click “Need Help Logging In?” if you are a new user or a returning user and cannot remember your login information.

2. If you are a returning user and cannot remember your password or user name, click the “Forgot Password or User Name?” links below the login fields to have this information emailed to you.

If this is your first time logging in, you must create a user account. Use “00” and only the numbers from your UCFID (PID). For example, if your UCFID is 1234567, you would enter 001234567.
3. After you are logged in, click the “Student Enroll” link. To be directed to the correct enrollment form, you must answer the questions.

4. Fill out the form with your information.

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Click here
5. Select your desired term of enrollment, check the box, and click “Continue”.

6. Click “Continue To Payment” to submit your payment.
7. Check the box on the right side of the page and select one of the payment options.

**Payment Information**

8. A new page will pop up and ask you to review Gallagher’s terms and conditions. When finished, click the “Accept” button at the bottom of the page.
9. You will be directed to a page that asks you to input your payment information. After you are finished, click the “Continue” button at the bottom.
10. Print or save the confirmation page immediately. You will not be able to access this page again once you leave it.

11. It is important that you upload a copy of your payment confirmation on the Student Health Services website (https://studenthealth.ucf.edu/payments/intl/) to remove an insurance hold. The International Insurance office is NOT automatically informed of your purchase from Gallagher.